
OPEN SYSTEMS® Accounting Software

**Contractors' Job Cost
User's Manual**

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

Open Systems, Inc.
1157 Valley Park Drive
Suite 105
Shakopee, Minnesota 55379

General Telephone	(952) 403-5700
General Fax	(952) 496-2495
Support Telephone	(800) 582-5000
Support Fax	(952) 403-5870
Internet Address	www.osas.com

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Welcome to OSAS®

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems, Inc. has a strong commitment to customer service and product quality. If you have difficulty using Open Systems, Inc. products, consult your user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS. It provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (EIS), and Print Manager. With Global Inquiry, you can drill through your accounting data to find selected information throughout your system. With EIS, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

Running OSAS

OSAS runs on an operating system supported by 150 megabytes of permanent storage and 4 MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

Starting OSAS in Windows

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or access the program from the **Start** menu.

Starting OSAS on Other Operating Systems

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** command can recognize three parameters: **-t**, **-c**, and **-a**.

The terminal ID (**-t**) is the identification code assigned to the terminal you are using to run OSAS. On multiuser systems, each terminal usually has a default ID assigned when the terminals were added to the system. Use the **-t** parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (**-c**) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (**-a**) is your personal password. Use the **Access Codes** function on the Resource Manager **Company Setup** menu to set up access codes.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2 (**T2**) working with company **B**, and the password is **apple**, specify that information to access the system:

osas -t T2 -c B -a apple

In UNIX you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (**-t**, **-c**, or **-a**) and the parameter itself.

Note

In Windows, you can set up OSAS such that it always opens using a certain access code. Open the OSAS program shortcut's properties and enter the access code and your company ID in the **Target** box. For example, using **apple** as your access code and **H** as your company ID, enter the following:

C:\osas\progRM\osastm.exe -m4096 -tT00 -nT00 - -aapple -cH

If you want the system to prompt for an access code after opening, enter **-a** in the **Target** field, followed by a space, followed by **-c** and the company ID.

In the Windows icon properties, the parameter marks (**-m**, **-t**, or **-n**) can be entered in any combination but must be before the separation dash. The access code and company ID commands (**-a** and **-c**) must be entered *after* the separation dash. See the Resource Manager Installation Manual for more information on these parameters.

The Contractors' Job Cost System

The Contractors' Job Cost (CJC) system provides an effective enhancement to the Open Systems software package to accommodate today's members of the construction industry.

Features and benefits of the Contractors' Job Cost system include:

- Comprehensive construction job costing and flexible reporting to track your current and past job activity and scheduling.
- Ability to provide standardized estimates from previous and current jobs, and the ability to refine these estimates if the job needs require enhancements or unforeseen circumstances occur.
- WIP options support percentage of completion and completed contracts methods of revenue recognition for more accurate periodic matching of revenues and costs.
- Change order processing for existing jobs.

Interfacing to Accounts Payable/Purchase Order, Accounts Receivable/Sales Order, and Payroll allows you to use:

- Certified payroll including labor burden tracking, worker's compensation, and union costs.
- Retainage for both costing and billing for jobs.
- Multiple billing methods such as AIA Billing, Cost Plus Invoicing, and Job Invoicing.
- Additional reporting features for job activity in all interfaced applications.

Use Contractors' Job Cost to track and summarize the costs that go into a job: to calculate payroll burdens, including taxes, insurance, and labor union costs, as well as to calculate overhead. You can analyze the information you collect and bill your clients quickly and accurately in one of four billing formats (standard invoicing, AIA invoicing, job invoicing, and cost-plus invoicing).

Menu Structure

The Contractors' Job Cost menu structure is similar to the structure of other OSAS applications—related functions are on the same menu. In Contractors' Job Cost, for example, all the functions you use in daily operation are on the **Adjustments and Change Orders** menu, while functions you use to set up files are on the **File Maintenance** menu.

Information Inquiry

The Information Inquiry functions allow you to view (but not change) job master, estimates or extra information, view the job schedule, scan open purchase orders, or scan details from the Detail History file. If you are running OSAS through a multiuser network, several people can view the same information at the same time.

Adjustments and Change Orders

Use the Adjustments and Change Orders functions to enter adjustments to update jobs and phases, to enter General Ledger transactions that update the Jobs and Job Detail History files, and to process change orders when you need to add costs to or subtract costs from a job in the original contract, produce a report that shows the detail (by line item) of the change orders on a job, post the change orders to the appropriate job, and produce a copy of the change orders.

Cost Reports

The **Cost Reports** function provides information about your costs. Use these reports to track where you are cutting costs and where you need to improve efficiency and effectiveness.

The **JTD Cost Summary Report** provides estimated, actual costs, and variances for the cost fields for the phases and jobs you select. Generate the report when you want to see if you are keeping to your budget or for help in planning budgets and preparing bids and estimates.

Use **JTD Cost Summary List** to view the total costs to date for the jobs, phases, and managers you select. You can produce the report for jobs that are completed, in process, not yet started, or for all jobs. You can include subtotals of the cost of the job by phase and by division.

The **Cost Detail Report** provides transaction details that affect cost fields. Print this report before you delete completed jobs.

Use the **Cost Detail Report by Period** to view total costs associated with selected jobs for a period or a range of periods. You can generate the report for jobs that are completed, in process, not yet started, or for all jobs.

The **Unit Cost Report** shows the usages and variances of the estimated and actual number of units of measure defined for phases in the **Jobs and Phases** function.

Use the **Summary Job Cost for GL Periods** report to view the difference between job estimates and current costs in process, as well as the contracted amount for the job. This report helps to identify discrepancies between costs and estimates and provides documentation for similar jobs for future use. You may also use this function to provide fast information when reporting to clients current expectations as to the completion date and additional costs for a job.

Billing Reports

Billing reports track amounts you have received, have billed, or intend to bill. They show how much revenue your projects are providing.

The **JTD Billing Summary Report** provides summary information about the amount you bill for each job. The information is printed from the Jobs Master file (**CJBSx**).

The **Billing Detail Report** prints detail billing information from the Detail History file (**CJHlx**).

The **Profit Detail Report** provides estimated and actual costs, revenues, and variances to date of a job or a range of jobs. Information in this report is printed from the Jobs and the Detail History files.

Periodic Processing

Use the Periodic Processing functions to inquire about the status of projects. You can check budget projections, work in process, trial balance, cost and income amounts, and accumulated overhead.

Generate the **Budget Projection Report** when you want to compare a job's actual cost with its budgeted cost. Use it to check what is over and under budget, to help you revise estimates, or to review the primary completion of a project.

At the end of the monthly accounting cycle, generate the **Work in Process Report**. The calculation of earned income for each job is used to make a monthly adjustment to income.

The **Job Trial Balance Report** shows costs and income for a job over month-to-date, year-to-date, and job-to-date periods.

The **Job Periodic Analysis Report** shows the costs and income for a job over a range of periods. Use it as an aid for estimating, as part of month-end reports, or to review the job's status.

Use the **Accumulated Overhead Report** to view information from the Jobs file (**CJBSx**) that includes the applied general ledger account number, overhead basis and rate, and overhead accrued amounts. If the job or phase is complete, the work in process accrued amount is also shown.

Generate the **Post Overhead to GL** report to update the general ledger with the accumulated overhead for jobs in process and to transfer work in process to finished goods for completed jobs.

If you have the **Post Directly to Master** option set to **NO**, use the **Post Details to Job Master** function to update the Jobs file (**CJBSx**) with transaction detail information from the Detail History file (**CJHlx**).

Use the **Periodic Maintenance** function to clear amounts in the Jobs file (**JOBSxxx**) and the Cost Codes Detail (**JOCDxxx**) file.

File Maintenance

Use the functions on the **File Maintenance** menu to set up and maintain information about your jobs. For example, use the **Jobs and Phases** function to establish and update information about the jobs on which you are working.

The system uses cost codes to track costs for jobs. You must assign each cost code to a cost type in the **Cost Types** function.

You probably use the File Maintenance functions less than any of the other Contractors' Job Cost functions: once to set up the system, and each time you want to add or change a valid code or ID.

Master File Lists

Use the Master File Lists functions to list the contents of the master files you set up using the File Maintenance functions. You can list details about jobs and phases, job comments, cost codes, cost types, divisions, estimates, and schedules.

File Information

The information you enter in Contractors' Job Cost functions is stored in files. The Jobs file (**CJSxxx**) holds the following information:

- Job and phase records
- Estimated and actual data
- Cost and overhead data

You can update the Jobs file in one of the following ways:

- Use the **Detail Adjustments** function
- Use the **Change Order Entry** function
- Post information from Accounts Receivable/Sales Order, Accounts Payable/Purchase Order, and Payroll

Note

The Jobs file is updated directly from these functions and applications if the **Direct Post to Job Master** option select (or set to **YES** in text mode). If this option is not selected (or set to **NO** in text mode), information is posted to the Job Detail History file. Select the **Post Details to Job Master** function to update the Jobs file with information from the Detail History file.

Job Extra Information file (CJBXxxx)

The Job Extra Information file supplements the Jobs file. It holds the extra information and original cost estimates for jobs and phases. Use the **Jobs and Phases** function (see page 9-5) to update this file.

Cost Code file (CJCCxxx)

The Cost Code file stores the definitions for all cost codes you create.

Cost Code Detail file (CJCDxxx)

As you create cost codes, the system adds records to this file holding detail information by Job/Phase/Cost Code.

Cost Type Code file (CJCTxxx)

The Cost Type Code file stores the cost types and their descriptions. You can edit only types 7 through 9.

Division file (CJDVxxx)

The Division file stores division IDs and descriptions for phases that use divisions. The division ID is the first two characters of a phase ID when using the option to group by division.

Job Detail History file (CJHlxxx)

The Job Detail History file stores detailed information about the cost, billing, and change order transactions related to current jobs and phases. Use the **Detail Adjustments** (page 5-5) and **Change Order Entry** (page 5-13) functions and post from interfaced applications to update this file.

Percent Completion file (CJPZxxx)

The Percent Completion file stores the completion percentage you enter for each job and phase. Enter the percentage completed for each job and phase in the **Percent Completion** function (see page 9-35). Use this figure to produce the Budget Projection (see page 8-5) and Work-in-Process (see page 8-9) reports.

Change Order Transaction Header (CJC1xxx) and Detail files (CJC2xxx)

The Change Order Transaction Header and Detail files store change order information the system uses when you print reports. When you post change orders, the system posts the information to the Jobs master and Job Detail History files.

Use the Change Order Detail Report (page 5-23) to view a list of posted change orders. Use the Change Order Entry function (page 5-13) to enter change orders. Use the **Print Change Orders** function (page 5-17) to produce change order forms.

Tables file (CJTB)

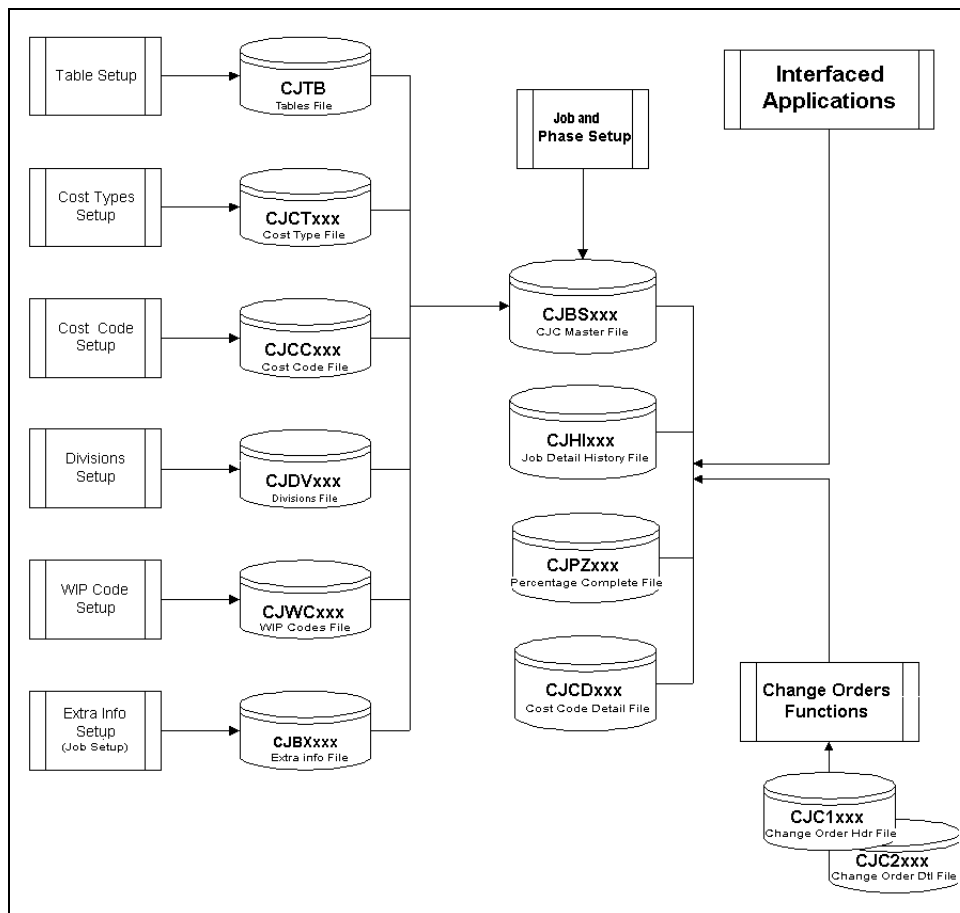
The Tables file consists of tables that store the General Ledger account numbers used in posting (**JOBGLx** table), the user-definable cost type names and extra information descriptions (**NAMESx** table), the information needed for converting from calendar dates to fiscal periods (**CNVTx** table), the current fiscal year for a company (**FYEARx** table), the dummy company where you save completed job information (**JOSAVx** table), and the location of fields in ASCII files (**IPRTn** table). For more information about Contractors' Job Cost tables, see "Tables" on page 9-23.

WIP Codes file (CJWCxxx)

The WIP Codes file stores the WIP account and the COGS accounts assigned for each cost type (1-9) for each WIP code defined.

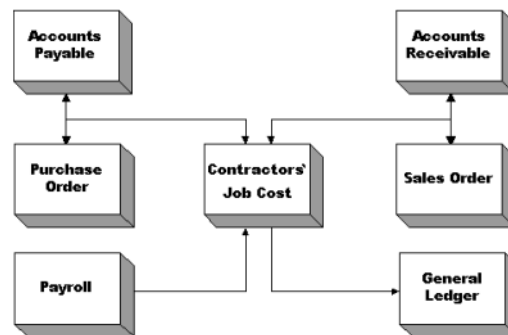
Contractors' Job Cost System Flow

The flowchart on the next page shows the functions and the tables that work together to track both expenses and revenues for a combination of goods and services required by a job. When you enter and post adjustments, information is retained in or distributed to the appropriate files to keep the information up-to-date, make the information available through reports, and keep the system in balance.



Application Interaction

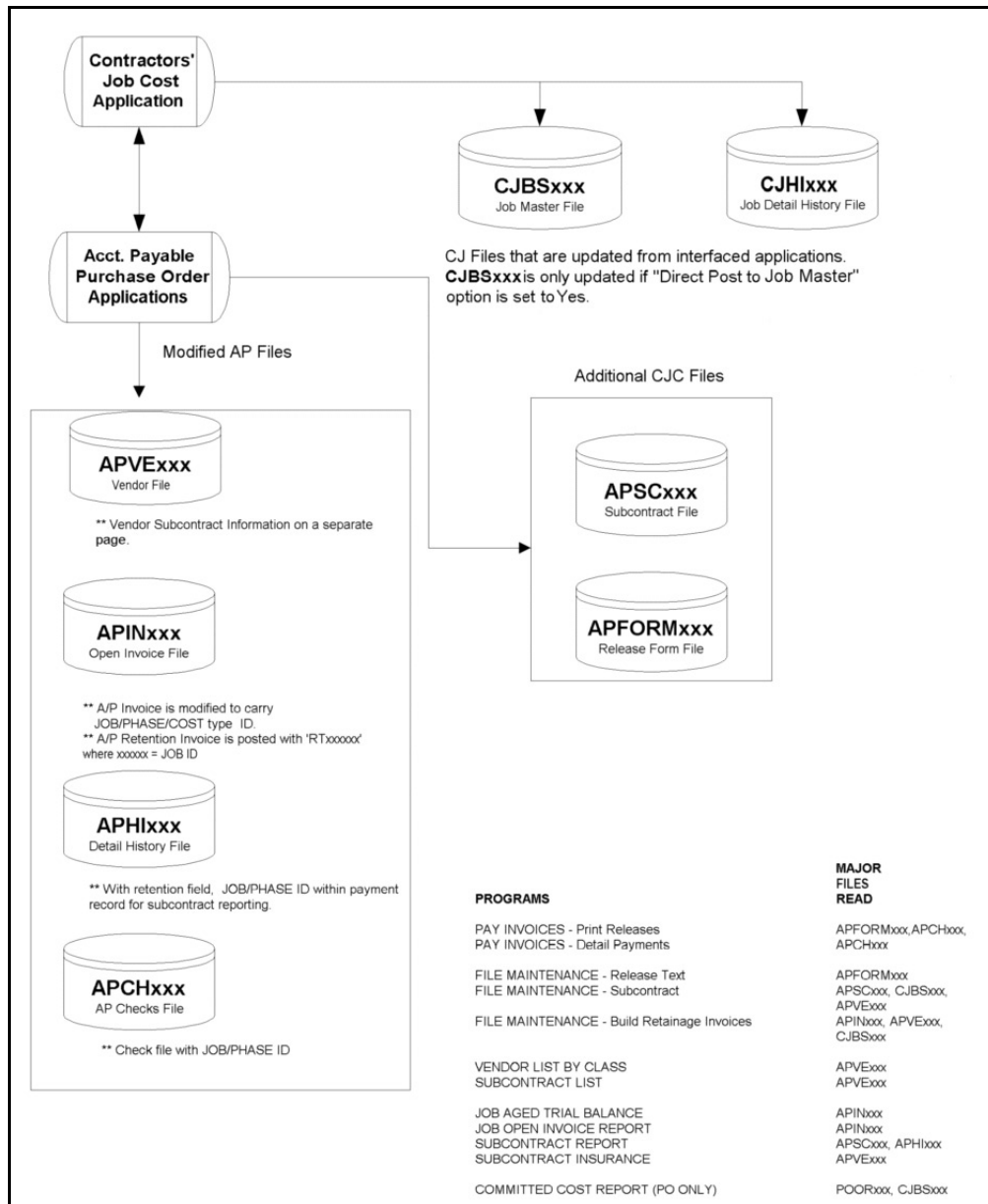
When you interface Contractors' Job Cost with other OSAS applications, you can retrieve information from the Jobs file when you enter transactions in other applications, post information from other applications to Contractors' Job Cost, calculate overhead based on the posted information, and post the results to General Ledger.



Accounts Payable/Purchase Order, Accounts Receivable/Sales Order, and Payroll can be interfaced with Contractors' Job Cost. When you interface CJC with these applications new functions and menu items are available. General Ledger can be interfaced with Contractors' Job Cost without changing any of the menus or functions in the General Ledger application.

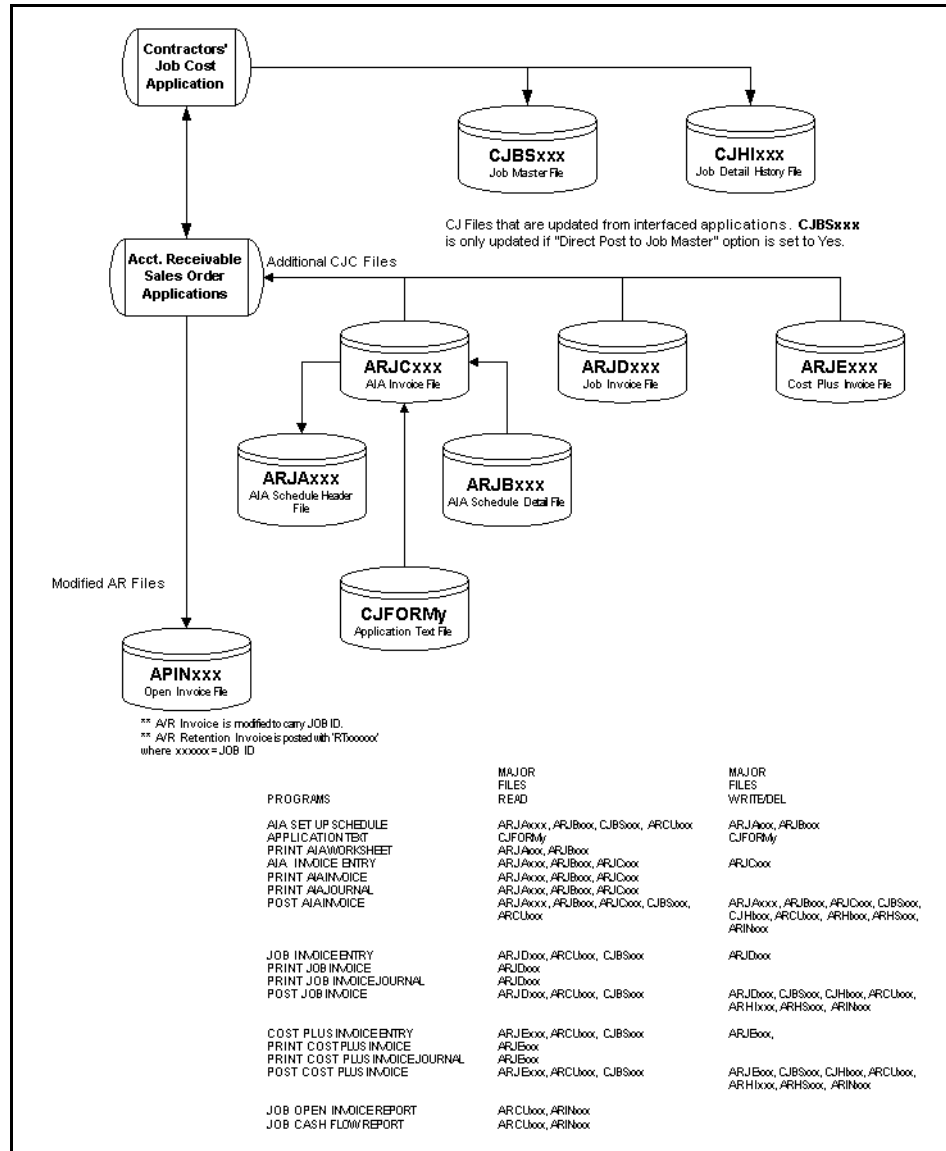
Accounts Payable/Purchase Order System Flow

The flowchart on the next page shows how Contractors' Job Cost interacts with Accounts Payable/Purchase Order. The Subcontract file (**APSCxxx**) and the Subcontract Release Text file (**APFORMy**) are new files, and the Vendor file (**APVExxx**), the Open Invoice file (**APINxxx**), the Detail History file (**APHIxxx**), and the Check file (**APCHxxx**) have been modified.



Accounts Receivable/Sales Order System Flow

The flowchart on the next page shows how Contractors' Job Cost interacts with Accounts Receivable/Sales Order. There are several additional CJC files included: the AIA Schedule Header file (**ARJAxxx**), AIA Schedule Detail file (**ARJBxxx**), AIA Invoice Transaction file (**ARJCxxx**), Job Invoice Transaction file (**ARJDxxx**), Cost Plus Invoice Transaction file (**ARJExxx**), and the AIA Application Text file (**CJFORMyyy**). Also, the Open Invoice file (**ARINxxx**) and the Detail History file (**ARHIxxx**) have been modified.



Payroll/Direct Deposit System Flow

The flowchart on the next page shows how Contractors' Job Cost interacts with Payroll/Direct Deposit. There are several additional CJC files included: the Payroll Class Code file (**PACLxxx**), Payroll Class Job Pay Rate file (**PAJCxxx**), Payroll Union Code file (**PAUNxxx**), Payroll Union History file (**PAHUxxx**), Payroll Worker's Compensation Code file (**PAWCxxx**), Payroll Worker's Compensation file (**PAHZxxx**), Payroll Period History file (**PAHPxxx**), Payroll Period Union file (**PAUWxxx**), Payroll Period Worker's Compensation file (**PAWWxxx**), and the Payroll Period Labor Burden file (**PABDxxx**). There are also a few modified files: the Employee file (**PAEGxxx**), Payroll Transaction File (**PATRxxx**), Transaction History file (**PATHxx**), Check Earnings file (**PACExxx**), and the Check file (**PACYHxxx**).



Conventions

This manual helps you install OSAS on any standard computer running any of several popular operating systems and helps with your accounting software questions. Use the manual as a reference for the OSAS interface and application functions.

Manual Conventions

This manual is divided into the following sections:

- This introduction provides an overview of this application and the OSAS system, the basic functionality of the application including graphical and text-based application features, and function key references.
- The remainder of the chapters explains the set up, workflow, and functions of the application: where each function fits within the application and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, these terms are used for operating the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or *select*, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a *click* refers to a single press of the right mouse button, while the term *right-click* refers to a single press of the left button.

GUI/Text Command Conventions

When you see the phrase “use the **Proceed (OK)** command” in the user’s manuals, press **PgDn** in either text or graphical mode. In graphical mode, clicking **OK** has the same effect as pressing **PgDn**.

GUI/Text Menu and Function Conventions

When you start OSAS, the main menu appears and lists the applications available for use. If you are using UNIX or Linux, the text main menu appears.

If you are using Windows, you can choose between the text main menu, the graphical main menu, or the start-style main menu. Use the **Defaults** function under the Resource Manager **Workstation Configuration** menu to select the style of menu you want to appear by default, or you can press **Shift+F5** to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

In addition, if you are using Windows, you can use either text or graphical function screens independently of the main menu. For example, you can use text function screens even if you are using the graphical main menu and vice versa. Select **GUI Functions** from the **Modes** menu or press **Shift+F6** to toggle between the text and graphical modes for function screens.

Access Codes

Your company can limit use of the system by defining access codes and assigning them to employees. Each code allows access to specific applications, menus, and functions. If you cannot select a menu, your access code is not authorized for it.

Use the **Access Codes** function on the Resource Manager **Company Setup** menu to set up access codes.

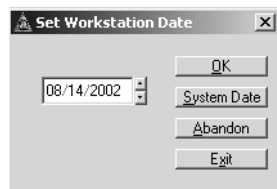
If you have more than one access code, select **Access code** from the **File** menu or press **F4**. The Access Code box appears (the example below uses the graphical mode).



Enter the access code you want to change to, then click **OK** or press **Enter**.

Workstation Dates

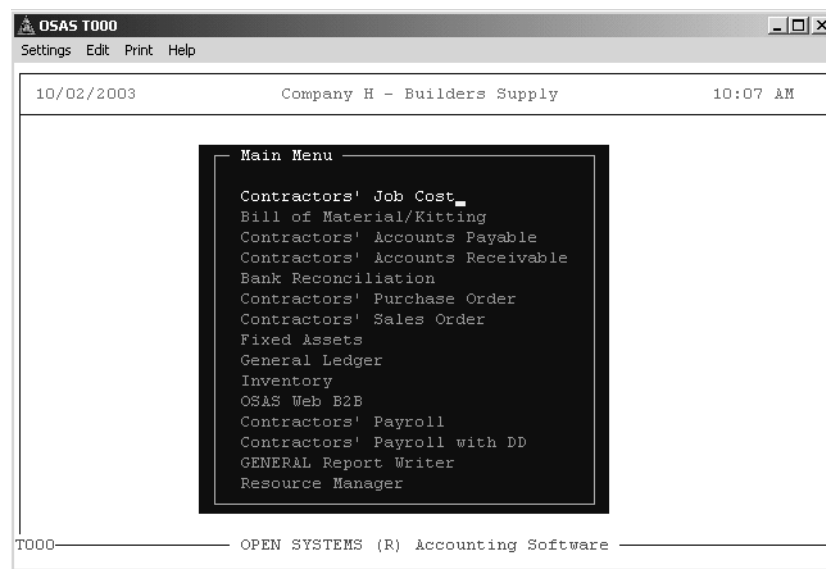
To change the workstation date, select **Workstation date** from the **File** menu or press **F6**. The Workstation Date box appears (the example below uses the graphical mode).



Use the buttons or your keyboard to enter the date and click **OK** or press **Enter** to change the workstation date. Click **System Date** to change the workstation date to match the operating system date, click **Abandon** to restore the original date, or click **Exit** or press **F7** to close the box without changing the date.

OSAS Text Menu

The text main menu can be used on all operating systems. Using text-based menus, the text menu (shown below) offers easy access to your applications.



When you select an application, the application's menu, which presents several related functions, is superimposed over the main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.
- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter. Continue to press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application briefly highlights and switches to the application screen.
- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the main menu—with one exception: you can press **PgDn** only when an option leads to another menu. You must press **Enter** to select a function.

On an application menu, you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the main menu, you can return to the main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

You can exit from a menu in these ways:

- Press **PgUp** to go to the previous menu (one menu up).
- Press the **Tab** key to go to the main menu.
- Use **Exit (F7)** to go to the operating system.

Commands

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. To access a command, press the corresponding key. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command Key	Alternate Key	Description
Esc		Opens a menu listing available commands.

Command Key	Alternate Key	Description
F1 (Help)	Esc+H	Opens the help description for the selected application/function. You must be within an application menu to access this command.
F2 (Favorites)	Esc+W	Toggles between the Favorites and main menus.
F3 (Change Company)	Esc+D	Allows you to switch to a different company.
F4 (Access Code/Other)	Esc+O	Allows you to enter an access code. Pressing this key (or key combination) twice opens a utility menu similar to the Other Commands menu on graphical screens. See “Other Commands Menu” on page 1-36 for more information on the commands available.
F5 (Live/Sample Data)	Esc+X	Switches between live and sample data.
F6 (Workstation Date)	Esc+F	Allows you to change the workstation date.
F7 (Exit)	Esc+M	Exits from OSAS.
F8 (Print Screen)	Esc+L	Allows you to output the current screen to a printer, print preview window, or file.
F9 (Change Year)	Esc+U	Allows you to change to a different fiscal year when you are inside the General Ledger or Payroll menus.

Command Key	Alternate Key	Description
F10 (Add to/ Delete Favorites)	Ctrl+Z	Pressing this key (or key combination) on the main menu adds the selected application or function to your Favorites menu. Pressing this key on the Favorites menu removes the selected application or function from the Favorites menu.
Shift+F2 (Application Info)	Esc+I	Opens a screen listing information about the applications you have installed.
Shift+F5 (Menu Style)	Esc+G	On Windows workstations, pressing this key combination toggles between graphical and text main menus.
Shift+F6 (Toggle GUI screens)	Esc+K	On Windows workstations, pressing this key combination toggles between graphical and text function screens.
PgUp		Moves back one menu level.
Tab		Moves back to the main menu from any application menus.
Enter		Selects an application menu or function from a menu.
Up/Down arrow		Moves the cursor up or down through the menu selections.

OSAS Graphical Menu

In a Windows environment, you can choose from two types of graphical-style menus. The standard graphical menu features application selections that resemble many Windows functions. The start-style menu is named so because of its functional resemblance to the **Start** menu in Windows 95, 98, NT, and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons, and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, appears beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

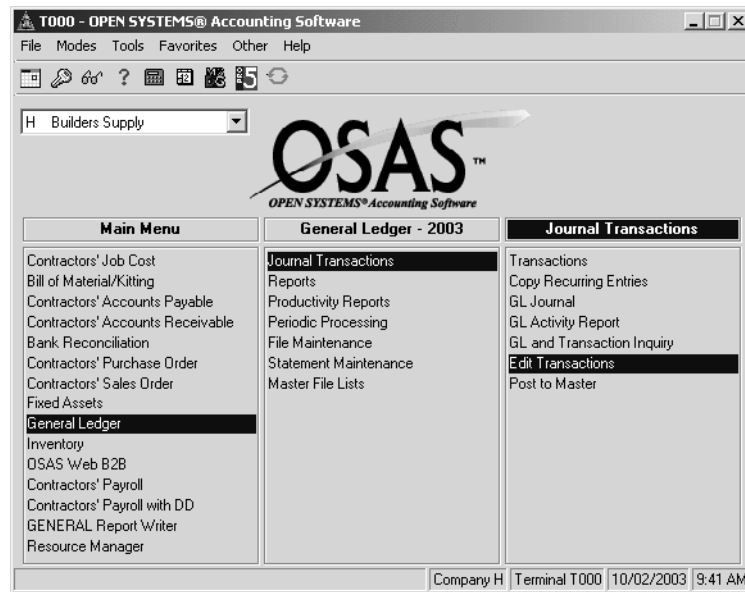
Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can access commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

- Click the appropriate graphical tool button.
- Select the command from a pull-down menu.
- Press the associated keyboard hot key.

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu or by highlighting your choice and pressing **Enter**. If you choose the start-style menu, you can select applications from the main menu by using the arrow keys to highlight your choice and pressing **Enter**, by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the main menu, you can return to the main menu by clicking items on the previous menus.

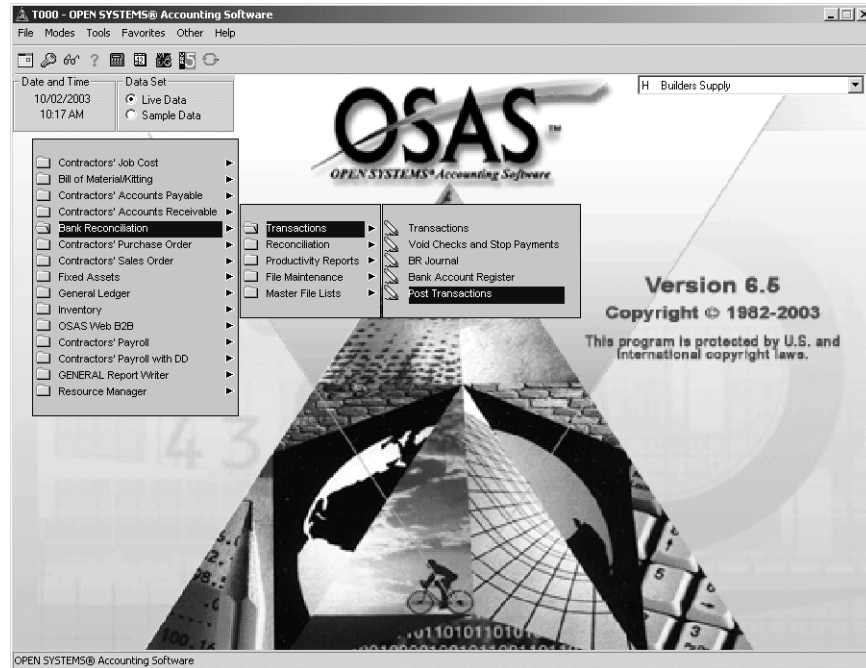
Graphical Main Menu



You can exit from a graphical menu in these ways:

- Select a button from a previous menu.
- Press the **Tab** key to go to the OSAS menu.
- Click the Close box in the upper-right corner of the window.
- Use **Exit (F7)**.
- Select **Exit** from the **File** menu.

Start-Style Main Menu



You can exit from a menu in these ways:

- Press the left arrow key to go to the previous menu (one menu up).
- Hold the mouse over a different menu choice.
- Press the **Tab** key to go to the OSAS menu.
- Click the Close box in the upper-right corner of the window to close OSAS.
- Use **Exit (F7)** to close OSAS.
- Select **Exit** from the **File** menu to close OSAS.

Main Menu Elements

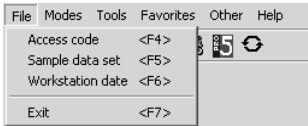
Pull-Down Menus

When using the graphical menus, you can use the pull-down menus and toolbar buttons to access functions without using the function keys. While the function keys work in graphical menus, the menu bar and toolbar buttons give you a choice in accessing these functions. The OSAS pull-down menu bar is shown below.



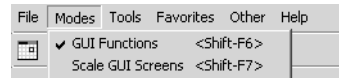
To access the menu’s commands, click one of the menu titles. The menu for that heading appears and lists available commands followed by any hot key combinations in brackets <>. To use a command, either click the command name or press the hot key(s) listed.

File Menu



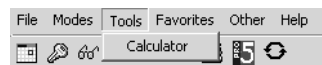
Command	Description
Access Code	Opens the Access Code dialog box. See “Access Codes” on page 1-25 for more information.
Sample data set/Live data set	Toggles between Sample and Live data.
Workstation date	Opens the Workstation Date dialog box. See “Workstation Dates” on page 1-25 for more information.
Exit	Exits OSAS.

Modes Menu



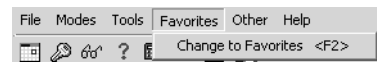
Command	Description
GUI Functions	Toggles between graphical and text function screens.
Scale GUI Screens	Toggles scaling of graphical screens on and off. When selected, this command enlarges graphical screens. When off, the command restores the OSAS screens to their original size. This command does not take effect until you access a function.

Tools Menu



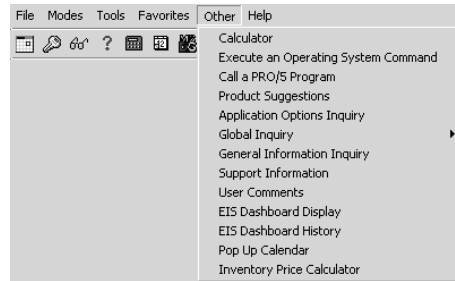
Command	Description
Calculator	Opens the OSAS calculator.

Favorites Menu



Command	Description
Change to Favorites	Toggles between the Favorites and main menus. See “Favorites Menu” on page 1-63 for more information.

Other Commands Menu



Command	Description
Calculator	Opens the OSAS calculator.
Execute an Operating System Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestions	Creates a report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Allows you to search across your data. You can select from the installed applications which data to search.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows you to record comments for your own use.
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.

Command	Description
Pop-Up Calendar	Allows you to create and read date reminders in OSAS.
Inventory Price Calculator	Allows you to calculate prices and view quantity, cost, and pricing information for inventory items.

Help Menu












Command	Description
Help	Opens help descriptions for the application menus and functions.
About OSAS	Opens the About OSAS dialog box.

Main Menu Toolbar

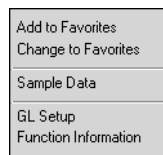
The main menu toolbar gives you quick access to frequently-used OSAS commands. To access a command, click the appropriate button.



Button	Description
	Opens the Workstation Date dialog box to change the date. See "Workstation Dates" on page 1-25 for more information.
	Opens the Access Code dialog box to switch between access codes. See "Access Codes" on page 1-25 for information.
	Displays the Application Information dialog box.

Button	Description
	Opens help descriptions for the application menus and functions.
	Opens the OSAS calculator.
	Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
	Opens an MS-DOS command window.
	Displays a screen for calling any BBx program that does not require variables to be passed to it. For more information, see “Appendix F” in the <i>Resource Manager User’s Manual</i> .
	Toggles between the Favorites and main menus. See “Favorites Menu” on page 1-63 for more information.

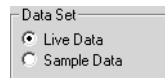
Right-Click Menu



On the graphical and start-style main menus, the right-click menu gives you quick access to commands that help you manage commands on your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. To access the menu, click the right mouse button anywhere on the graphical or start-style main menu.

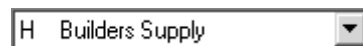
Command	Description
Add to/Remove Favorites (F10)	Use the Add to/Remove Favorites Menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main (F2)	Toggles your display menu between the Favorites and main menus.
Sample Data/Live Data (F5)	Switches between sample and live data.
Setup (F9)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual describes its use.
Function Information (F1)	Displays information about the selected function.

Data Set



On the start-style main menu, you can select the **Live Data** radio button to work with live data or select the **Sample Data** radio button to work with sample data. You can also press **F5** to toggle between sample and live data.

Change Company Field



On the start-style or graphical main menu, select the company to change to from the list box.

OSAS Text Functions

Like the text menu, OSAS text function screens can be used on all operating systems. On Windows workstations, text function screens can also be used with graphical menus (or vice versa—the text menu can be used with graphical function screens).

Function screens provide you an interface to the data in your data files, allowing you to view, update, and change information as needed. Function screens also allow you to print reports or perform tasks on your data, such as calculations, purges, or the resetting of accumulated totals.

The screenshot shows a text-based interface for OSAS T000. At the top is a menu bar with 'Settings', 'Edit', 'Print', and 'Help'. Below this is a title bar 'OSAS T000' with window control buttons. The main area is titled 'Change Orders' and 'Header Information'. It displays various fields for an order, including Batch ID, Order No, Date, Status, Loc ID, and Warehouse. Below this, it shows customer information (Sold to: ACE BUILDERS), shipping information (Ship to: 000004 sta-4), and other details like Sales Rep, Terms, and Order Date. At the bottom, there is a command bar with buttons: 'Company H', 'Info', 'Maint', 'Inquiry', and 'Verify'.

Header Information	
Batch ID	000002
Our Order No	00000002
Date	08/18/2003
Status	Credited
Loc ID	MN0001
MINNEAPOLIS WAREHOUSE	

Customer Information	
Sold to: ACE001	
ACE BUILDERS	
1588 SE 31ST STREET	
ad12	
ad13	
PADUCAH KY 28655-7865	
Sales Rep 1	CPD Percent 100.0
Sales Rep 2	PRT Percent .0
Cust Level	JOBBER
Terms Code	2PCT
Terms Desc	2/10,n/30 Type Reg
Terms %	2.0 Days 10 Net Days 30
Order No	
Order Date	
Inv No	00002081 Date 08/18/2003

Shipping Information	
Ship to: 000004	
sta-4	
Ship Method	
Ship Via	
Pick Slip No.	
Requested Ship Date	
Actual Ship Date	08/18/2003
GL Period	8
Taxable?	YES
Tax Group	MN
Description	Minnesota

Command Bar	
Company H	Info Maint Inquiry Verify

You can move around the screen in these ways:

- Press the down arrow or **Enter** to move from field to field.
- Select the appropriate command on the command bar.

- Use commands to access information screens or to toggle commands on and off. See “Commands and Flags” on page 1-42 for more information.
- If a screen contains more than one section, press **PgDn** when prompted to move to the next section.
- If a menu appears prompting you for the kind of information to enter or maintain (such as on Transaction or File Maintenance screens), select the appropriate option and press **Enter**.
- Press **F7** to exit the screen and return to the main menu.

Text Function Screen Elements

Command Line

The command line appears at the bottom of the screen and gives you access to commands that allow you to move around the screen, add or edit information, change settings for selected lines, or select output devices. Press the highlighted key to use a command.

Enter = edit, A ppend, V iew, W orkstation ID, H eder
--

The commands that are available depend upon the function you are using. Consult the user’s manual for the appropriate application for information on commands in the command line.

Commands and Flags

Like the text menu, text function screens also contain several commands that allow you to perform tasks related to the function you are using. Some of these commands are not available for every function; when a command is available, a flag appears at the bottom of the screen.

To access a command, press the corresponding key. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command Key	Alternate Key	Description
Enter		Moves the cursor to the next field and accepts the data entered or access a line for editing.
Esc		Opens a window listing available commands for the screen.
Ins		Toggles between insert and overwrite modes for entry. When the Ins flag appears, the characters you enter push other characters in the field to the right. If there is no Ins flag, the characters you enter overwrite other characters in the field.
PgUp		Moves back to the first field on the screen (or the first field after the key field) without erasing any entries.
PgDn		Approves the data on the screen, updates the data file accordingly, and proceeds to the next field or section.
Tab		Moves the cursor to the next block or field that requires an entry.
Up/Down arrow		Moves the cursor up or down through the fields.
F1 (Help)	Esc+H	Opens the help description for the current field.

Command Key	Alternate Key	Description
F2 (Inquiry)	Esc+W	Opens the Inquiry screen for the current field. This command is available for a field when the Inquiry flag appears at the bottom of the screen. See “Inquiry Commands” on page 1-58 for more information.
F3 (Delete)	Esc+D	Deletes the current record or line item (when allowed).
F4 (Others)	Esc+O	Opens a utility menu similar to the Other Commands menu on graphical screens. See “Other Commands Menu” on page 1-36 for more information on the commands available.
F5 (Abandon)	Esc+X	Abandon processing or clear all fields.
F6 (Maint)	Esc+F	Opens the appropriate File Maintenance function where you can view or update master file information. This command is available when the Maint flag appears at the bottom of the screen.
F7 (Exit)	Esc+M	Exits from the function.
F8 (Print Screen)	Esc+L	Allows you to output the current screen to a printer, to a print preview window, or to a file.
F9 (Undo Typing)	Esc+U	Clears the contents of the current field.
F10 (Delete)	Ctrl+Z	Deletes information to the end of the line.
Shift+F2 (Info Menu)	Esc+I	Opens an information menu for the function when the Info flag appears at the bottom of the screen. The commands that are available depend on the applications you have installed. See “Information Menu” on page 1-51 for more information.

Command Key	Alternate Key	Description
Shift+F3	Esc+B	<p>Uses the item alias lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-60 for more information.</p> <p>In Sales Order, pressing this key combination allows you to enter purchase requisitions from the Ordered, Units, Shipped, and Backordered fields.</p> <p>In sales tax fields, pressing this key combination allows you to view sales tax breakdowns.</p>
Shift+F4 (Part # Lookup)	Esc+C	Uses the customer/vendor part number lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-60 for more information.
Shift+F5 (Item Detail Lookup)	Esc+G	Uses the item detail lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-60 for more information.
Shift+F6 (Lot Lookup)	Esc+K	Uses the lot lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-60 for more information.
Shift+F7 (Serial Number Lookup)	Esc+N	Uses the serial number lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-60 for more information.
Shift+F8 (Item Descr. Lookup)	Esc+Q	Uses the item description lookup when the IN Search flag appears for an Item ID field. See “Inventory Lookup” on page 1-60 for more information.

Command Key	Alternate Key	Description
Ctrl+F (Quick Entry)		Toggles quick entry on and off. If this option is off, the cursor stops at every field possible. If you want to skip the fields that are not required (thus speeding data entry), turn this option on. Quick entry is on when the Quick flag appears at the bottom of the screen.
Ctrl+G (Bell)		Toggles the bell on or off. If the bell is on, it sounds at an error or when you must verify a command.
Ctrl+O (Online Hints)		Toggles function key display on and off. If this option is on, the available function keys appear at the bottom of the screen to remind you of their use.
Ctrl+V (Verify)		Toggles verification on and off. If verification is turned on, you must press a key twice to verify that you want to perform an operation. Verification is on when the Verify flag appears at the bottom of the screen.

Messages

Messages appear at the bottom of the screen when a command is unavailable or when OSAS needs information to continue.

Verification ————— Press <PgDn> to proceed
--

OSAS Graphical Functions

On Windows workstations, you can choose to use the graphical mode for function screens. These screens contain all the functionality of text screens presented in a graphical mode similar to other Windows software programs.

Class	Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid
00	Consumer Goods	0.500	0.500	.00	.00
01	Resale Sales	0.000	0.000	.00	.00
02	Exempt Sales	0.000	0.000	.00	.00
03	Ind/Agr Prod.	0.000	0.000	.00	.00
04	Interstate Comm	0.000	0.000	.00	.00
05	Motor Vehicles	0.000	0.000	.00	.00
06	Food Products	0.000	0.000	.00	.00
07	Clothing	0.000	0.000	.00	.00
08	Gasoline	0.000	0.000	.00	.00
09	Services	0.000	0.000	.00	.00
Total				.00	.00
Calculated				.00	.00
Over/Short				.00	.00

You can move around the screen in these ways:

- Use the mouse or press **Tab** to move from field to field. Use the scroll buttons to move from line to line in scrolling regions.
- If a screen appears prompting for the kind of information to enter or maintain (such as on File Maintenance or Transactions screens), select the appropriate option and click **OK** to continue.
- Press **PgDn** if prompted to move to the next section.
- Click **Header** when it appears to return to the screen's header section.
- Press **F7** to exit the screen and return to the main menu.

Graphical Function Screen Elements

Like the main menu, graphical function screens also contain pull-down menus and toolbars. These menus and toolbars are described below.

Function Pull-Down Menus

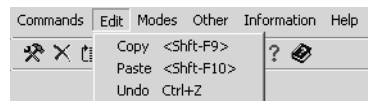
Commands Menu

Commands	Edit	Modes	Other	Information	Help
Inquiry	<F2>				
Maintenance	<F6>				
Proceed	<PgDn>				
Start Over	<PgUp>				
Field Up	<Up>				
Field Down	<Down>				
Abandon	<F5>				
Delete	<F3>				
Jump	<Ctrl-J>				
Exit	<F7>				

Command	Description
Inquiry	Lists valid entries for the current field.
Maintenance	Opens the appropriate File Maintenance function.
Proceed/OK	Proceeds to the next screen or saves your entries.
Start Over	Moves back to the first field on the screen or to the first field after the key field without erasing any entries or changes.
Field Up	Moves the cursor to the previous field.
Field Down	Moves the cursor to the next field.
Abandon	Clears data from all fields and moves the cursor to the first field on the screen.
Delete	Deletes information on the screen. Since this command deleted an entire record, use it with caution.

Command	Description
Jump	Moves the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit	Exits from a screen or a window without saving data.

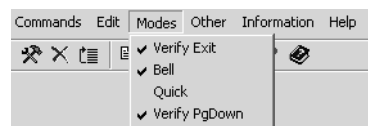
Edit Menu



Command	Description
Copy	Copies the contents of the current field.
Paste	Pastes the value you copied from a previous field into the current field.
Undo	Restores the contents of the current field from before you made changes to it.

Modes Menu

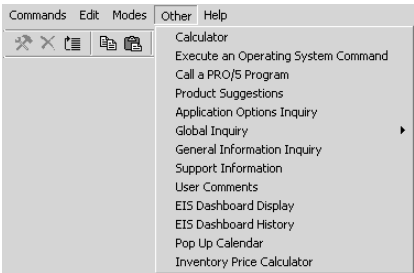
Select the options you want to use.



Command	Description
Verify Exit	When verification is on, you must press a key twice to verify that you want to exit or abandon functions.

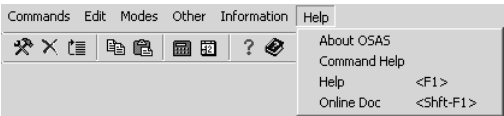
Command	Description
Bell	When the bell is turned on, it sounds at an error or when you must verify a command.
Quick	When this option is off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, select the option.
Verify PgDown	If verification is turned on, you must press PgDn twice to proceed to the next screen or to save your entries.

Other Commands Menu



See “Other Commands Menu” on page 1-36 for information on this menu’s commands.

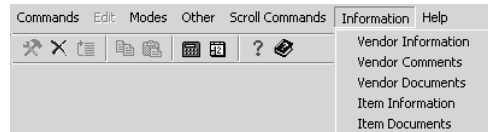
Help Menu



Command	Description
About OSAS	Opens the About OSAS dialog box.
Command Help	Opens the OSAS Key Help screen.

Command	Description
Help	Lists information about the field on which you are working.
Online Doc	Launches your .PDF file viewer and opens the documentation for the appropriate OSAS application.

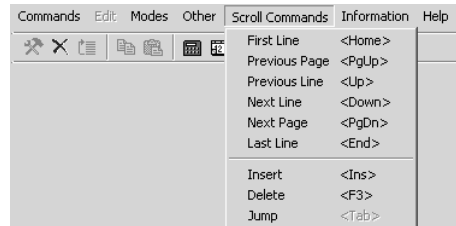
Information Menu



The **Information** menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

The **Information** menu also gives you access to documents attached to customer, vendor, employee, invoice, or other records. When the **Information** menu appears, select the appropriate **Documents** command to open the Documents screen where you can view document information or open attached documents.

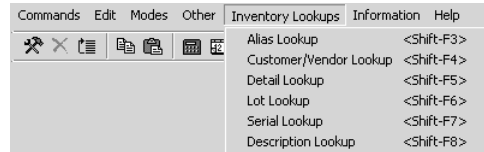
Scroll Commands Menu



The **Scroll Commands** menu appears only on screens with scroll regions.

Command	Description
First Line	Moves the cursor to the first data entry field.
Previous Page	Displays the previous page.
Previous Line	Moves the cursor up to the previous line.
Next Line	Moves the cursor down to the following line.
Next Page	Displays the following page.
Last Line	Moves the cursor to the last data entry field.
Insert	Inserts characters between pre-existing entries in a field.
Delete	Deletes the selected characters.
Jump	Moves the cursor to the next section of the screen in some functions.

Inventory Lookups Menu












If you use the Inventory application and the cursor is in an **Item ID** field, you can use any of the **Inventory Lookups** commands to search for information about items and select an item for entry in the field you are in.

Command	Description
Alias Lookup	Searches for items with a specified alias listed as an alternate item. When you enter the alias, you can use the * and ? wildcard characters to restrict or widen the search.
Customer/Vendor Lookup	Searches for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the * and ? wildcard characters to restrict or widen the search.
Detail Lookup	Searches for detailed information about an item. You can enter search information in any of the fields that appear using any of the following wildcard characters to restrict or widen the search: * ? < > =.
Lot Lookup	Searches for an item based on lot number. When you enter the lot number, you can use the * and ? wildcard characters to restrict or widen the search.
Serial Lookup	Searches for an item based on serial number. When you enter the serial number, you can use the * and ? wildcard characters to restrict or widen the search.
Description Lookup	Searches for an item based on item description. When you enter the description, you can use the * and ? wildcard characters to restrict or widen the search.

Function Screen Toolbar



Like the main menu's toolbar, the toolbar located near the top of function screens gives you quick access to frequently-used commands. Click the appropriate button to access a command.

Button	Result
	Opens the appropriate File Maintenance function to update information about the field you are in.
	Deletes the information on the screen. Since this command can delete an entire record, use it with caution.
	Moves the cursor back to the first field on the screen or to the first field after the key field without erasing any entries or changes.
	Copies the contents of the current field.
	Pastes the contents you copied from a previous field into the current field.
	Opens the OSAS calculator screen.
	Opens the pop-up calendar. Use the calendar to add and review reminders for any date.
	Displays information about the field you are in.
	Opens your .PDF file viewer so that you can view the online documentation.


Right-Click Menu



The right-click menu gives you quick access to commonly used commands such as those used to access help, move around the function screen, work with information on EIS dashboards, and so on. The commands that are available on the right-click menu depend on the function and the field you are currently using.

Function Field Inquiry



When the Inquiry button appears next to a field on a function screen, you can either click the  button or press the **F2** (Inquiry) key to open the inquiry screen and search for information.

Verification Buttons



When you've completed data entry on a function screen, you can either click **OK** or press **PgDn** to proceed to the next screen or to save your entries. Click **Abandon** or press **F5** to abandon entries.

Menu and Function Commands


OSAS lets you navigate around the main menu and function screens in a variety of ways. This section describes the commands that are available when you access a specific command. For example, accessing the **Help** command makes the **Maintenance** and **Exit** commands available while you are in that function. This section also describes how to navigate within scroll regions and fields while you work with OSAS functions.

Help Commands

When you use the **Help (F1)** command, you can use these commands.

Key	Operation
F3 (Delete)	Deletes the help screen content. To recover a deleted screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (<i>xx</i> is the application ID). The copying process overwrites changes you made to other help screens. In graphical mode, you must first press F6 to enter the edit screen for the help content before you can press F3 .
F6 (Maintenance)	Edits a help screen.
F7 (Exit)	Exits the help screen and closes the window.

Inquiry Commands

When the Inquiry button  appears next to a field or the **Inquiry** flag appears in the lower-right corner of the screen, the **Inquiry** command is available. Click the button or press **F2** to open the Inquiry screen to look up and select an appropriate entry.







The Inquiry screen operates in two modes: **Search** and **Sort**. You can toggle between these modes within an **Inquiry** window by pressing the **Ins** (Insert) key. You can also choose the default mode for Inquiry windows by using the **Defaults** function on the **Workstation Configuration** menu within **Resource Manager**.

- In **Search** mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you press **C**, the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.
- In **Sort** mode, you can change the order of certain **Inquiry** windows by pressing the letter key associated with the window sort. You can see the available sorts in any **Inquiry** window by pressing **Esc** (**Command Help**).

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with **JAR**, enter **JAR** in the **ID** field *before* you use the **Inquiry** command. The Inquiry list starts with **JAR** and runs through the end of the list.

The following commands are available inside Inquiry windows. The scroll buttons are available in graphical mode only.

Key	Button	Description
Home		Moves directly to the first item on file.
PgUp		Displays the previous page of the window.
Up		Moves up one item.
Down		Moves down one item.
PgDn		Displays the next page of the window.
End		Moves directly to the last item on file.
Ins (Look Up)		Toggles between Search mode and Sort mode.
F7 (Exit)		Leaves the Inquiry window without selecting anything.
Enter		Selects the item to which the cursor is pointing.
Esc (View Commands)		Opens a window that shows Inquiry window commands and the Window ID. The Esc key is available in text mode only. In graphical mode, select Command Help from the Help menu to view a list of commands available.







Inventory Lookup

If you use the **Inventory** application and the cursor is in an **Item ID** field on a function screen, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field. In graphical mode, these commands are available on the **Inquiry Lookup** menu. In text mode, the **IN Search** flag appears at the bottom of the screen to alert you that these commands are available.

Command	Hot Key	Operation
Alias Lookup	Shift+F3	Searches for items with a specified alias listed as an alternate item. When you enter the alias, you can use the * and ? wildcard characters to restrict or widen the search.
Customer/ Vendor Lookup	Shift+F4	Searches for an item based on customer or vendor ID. When you enter the ID, you can use the * and ? wildcard characters to restrict or widen the search.
Detail Lookup	Shift+F5	Searches for detailed information about an item. Enter information in any of the fields that appear, using these wildcards to restrict or widen the search: * ? < > =.
Lot Lookup	Shift+F6	Searches for an item based on lot number. When you enter the lot number, you can use the * and ? wildcard characters to restrict or widen the search.
Serial Lookup	Shift+F7	Searches for an item based on serial number. When you enter the serial number, you can use the * and ? wildcard characters to restrict or widen the search.
Description Lookup	Shift+F8	Searches for an item based on item description. When you enter the description, you can use the * and ? wildcard characters to restrict or widen the search.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands. The buttons are available only in graphical mode.

Hot Key	Button	Operation
Home		Moves to the first line item in the entire list.
Page Up		Moves to the previous screen or to the first line if you are on the first screen.
Up		Moves up one line item.
Down		Moves down one line item.
Page Down		Moves to the next screen or to the last line if you are on the last screen.
End		Moves to the last line item in the entire list.
F3		Deletes the line item in the selected line.
Insert		Inserts a line item at the selected line.
Enter		Edits or views the line item in the selected line.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following commands:

Hot Key	Description
Right	Moves the cursor to the right.
Left	Moves the cursor to the left.
Delete	Deletes the character the cursor is on.

Hot Key	Description
Insert	Switches insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you enter push characters after the cursor over. When insert mode is turned off, characters you enter write over existing ones.
Home	Moves the cursor to the beginning of the field.
End	Moves the cursor to the end of the field.
F9 (Undo)	Restores a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the Abandon (F5) command.
F10 (Delete to End of Line)	Deletes the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift+F9 (Copy Field Contents)	Copies the contents of the current field.
Shift+F10 (Paste Field Contents)	Pastes the value you copied from a previous field into the current field.

Favorites Menu

The **Favorites** menu operates in any of the menu formats and gives you quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions. After you've set up the menu, you can access the functions either by pressing **F2** or by selecting **Change to Favorites** from the graphical **Favorites** pull-down menu.

With the **Favorites** menu, you save time by eliminating the need to switch between applications. For example, if you perform tasks in several applications, such as using the **Transactions** and **Cash Receipts** function in Accounts Receivable, **GL Account** function in General Ledger, and **Price and Availability** and **Item Inquiry** functions in Inventory, you can set up a **Favorites** menu rather than moving between each application. The **Favorites** menu for the graphical main menu is illustrated below.



To set up the **Favorites** menu, do the following:

1. Select the function you want to add to the menu and press **F10** (or use the right-click menu in graphical mode).
2. Press **F2** to confirm that your selection was added.

To remove a function from the menu, follow these steps:

1. Select the function on the **Favorites** menu that you want to remove.
2. Press **F10** (or use the right-click menu in graphical mode).

Information Menu

The **Information** menu appears on some function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee.

The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information
- Comments
- History
- Documents

Not all of the commands above appear on every **Information** menu; instead, commands are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors.

Information

The **Information** command gives you general information about the subject. For customers, the **Information** command lists sale amounts and important dates, while for inventory items, the same command lists quantities, types, and base prices.

When the Information screen appears, enter the ID for which you want to view information. Use the commands available at the bottom of the screen to scroll between or select a new ID, then use the **Exit (F7)** command to return to the function screen from which you accessed the **Information** command.

Comments

Use the **Comments** command when it appears to view comments added through File Maintenance functions or to add comments about a customer, item, vendor, employee, or job.

The Comments screen appears after you access the **Comments** command. The Customer Comments screen is shown below as an example.

Date	Ref	Comment
06/15/2002	003	SPOKE WITH JON RE: EMAIL CONF. AND ORDER TRACKING
01/20/2002	2	PLEASE NOTIFY JANE OF ANY SHORT SHIPMENTS.
01/20/2002	2	TRACER PUT ON LAST SHIPMENT.
01/14/2001	3	ACE AGREED TO PAY \$3000 ON 2-1.
06/04/2000	1	PLEASE NOTIFY JANE AT ACE WHEN ITEM IS MAILED.
01/04/1999	1	CALLED CUSTOMER ABOUT PAST DUE BALANCE.

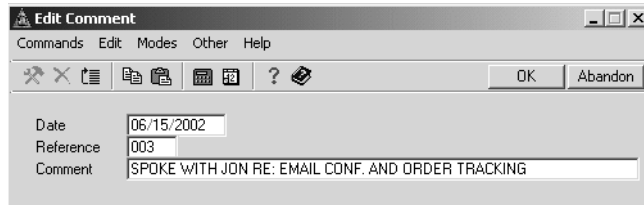
1. Enter the ID for which you want to view or enter comments in the ID field at the top of the screen. The **Inquiry (F2)** command is available.
2. The ID of the terminal you are working at appears in the **Ref ID** field. To work with comments for only the default reference ID, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.
3. Enter the date of the most recent comment you want to work with in the **End Date** field, or press **Enter** to work with all comments.

The date, reference, and text that appear for each comment depend on the reference ID and end date you enter. The comments are arranged by date—the most recent date first—then by reference ID.

4. Use these commands to work with the comments on the screen:
 - Press **R** to return to the **Ref ID** field to enter a new reference ID.
 - Press **D** to return to the **End Date** field and enter a new end date by which to sort comments.
 - Press **I** to return to the ID field and enter a new ID for which to view or enter comments.
 - Press **A** to add a new comment. The Append Comment screen appears.
 - Press **E** to edit a selected comment. The Edit Comment screen appears.
 - Press **F** to view comments for the first ID on record.
 - Press **N** to view comments for the next ID on record.
 - Press **P** to view or edit comments for the previous ID on record.
 - Press **L** to view or edit comments for the last ID on record.
 - Press **G** to go to a specific comment. This command is available only when there is more than one screen of comments.

Adding or Editing Comments

The Append Comment screen appears when you add a new comment. The Edit Comments screen appears when you edit an existing comment. Other than the title, these screens are identical.



1. If you are working with a new comment, the system date appears; otherwise, the date entered for the comment you are editing appears. Accept this date, or enter a different date.
2. The current terminal ID appears in the **Reference** field. Edit this reference, if necessary.
3. Enter or edit the comment, then press **Enter** to save the comment record.

History

When available, the **History** command gives you access to customer history in a manner similar to OSAS Inquiry functions. Select the customer for which you want to view detail information, enter a date from which to view information (if desired), then press **Enter** to view invoice or payment information.

Use the commands at the bottom of the screen to switch between or change customers, view totals, or select the line item to view. Use the **Exit (F7)** command to return to the function screen from which you accessed the **History** command.

Documents

The **Documents** command lets you view or open documents attached to certain master file records. You cannot use this command to attach a document to a record; instead, use the appropriate File Maintenance function to attach documents.

Note

Before you can open documents, you need to have the appropriate file associations set up in the **File Types** function on the Resource Manager **Workstation Configuration** menu. The entries you make in this function help OSAS identify which software applications to use to open attached documents. See the *Resource Manager User's Manual* for more information.

The Documents screen appears after you access the **Documents** command. The Employee Documents screen is shown below as an example.

Employee Documents

Commands Edit Modes Other Scroll Commands Help

Employee ID **BOU001** **Bourne, Linda C**

Document Name
ID.doc
EmpAcc.doc
medins.doc

Line No (**001** of **003**)

Header First Last Next Prev View Open Document Goto

Company H 10/08/2002 Terminal T000 OVR

Enter the ID for which you want to view attached documents. The **Inquiry (F2)** command is available.

Use these commands to view document information, open an attached document, or switch between or select a new ID:

- Press **H** to return to the header section to select a new ID.
- Press **F** to view documents attached to the first ID on record.
- Press **L** to view documents attached to the last ID on record.
- Press **N** to view documents attached to the next ID on record.
- Press **P** to view documents attached to the previous ID on record.
- Press **V** to view document information. The View Documents screen appears and lists the file name, directory path, and description of the attached document. Press any key to return to the Documents screen.
- Press **O** to open the attached document in the appropriate software application. You may need to edit the Resource Manager **File Types** function in order to associate files with your preferred applications.

Note

If you have problems opening a document, return to the function in which the document was attached and edit the attachment to change the direction of the slashes used in the directory path. If the directory path contains backward slashes (\), change them to forward slashes (/) and vice versa.

- Press **G** to go to a specific document line. This command is available only when there is more than one screen of line items.
- Use the **Exit (F7)** command to return to the function screen from which you accessed the **Documents** command when you finish viewing documents.

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the **From-Thru** fields on the report screen blank. For example, if you want information about all the vendors to be in a report, leave the **Vendor ID From** and **Thru** fields blank.
- To limit the amount of information in the report, enter the range of information in the **From-Thru** fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both **From** and **Thru**. If you want the report to include information only about vendors that start with CO, enter **CO** at **From** and **COZZZZ** at **Thru**.

Each field where you enter information on a report screen usually restricts the overall output of the report. For example, if you leave the **Vendor ID From** and **Thru** fields blank, the report contains information about all the vendors. But if you enter invoice **100** in the **Invoice Number From** and **Thru** fields, and invoice **100** is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by special characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the **From** and **Thru** fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

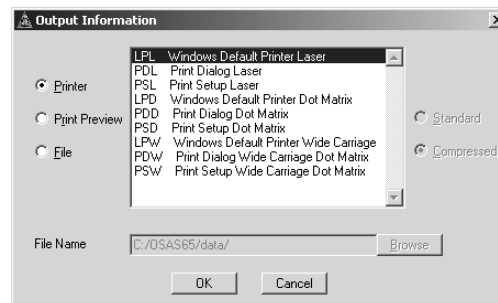
Sorting by alphabetical codes or IDs is easy. For example, the ID **ACL** comes before the ID **BB** because A comes before B.

Use caution when you enter codes or IDs consisting of characters other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20, and all are included in a report, you might enter **1** at **From** and **20** at **Thru**, expecting them to be listed 1, 2, 3, . . . 19, 20. However, since OSAS sorts in alphabetical order, the numbers are listed in this order: 1, 10–19, 2, 20. In this example, numbers 3 - 9 are not included in the sort since they fall after 20 in an alphabetical sort. To prevent this situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above, the items would be labeled 000001 through 000020.

Output the Report

The type of menus you use controls which options are available to output reports. If you are using graphical function screens, you have the following output options: **Printer**, **Print Preview**, **File**, or **E-mail** (for selected reports). If you are using text function screens, you have these options: **Printer**, **Preview**, **File**, **Screen**, or **E-mail** (for selected reports). See the following instructions for details.

If you are using graphical screens, the Output Information dialog box appears after you select the range of information to print in the report.



If you are using text screens, these options appear at the bottom of the screen after you select what to print in the report and how it is organized.

```
Output device - (P)rinter p(R)eview (F)ile (S)creen (Q)uand
```

Print the Report

1. Select **Printer** (in graphical screens) or enter **P** (in text screens).
2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add printers to the terminal.

3. When available, either select **Standard** or enter **S** if you want to print the report in standard width or select **Compressed** or enter **C** if you want to print it in compressed width.
4. Click **OK** or press **Enter** to begin printing the report.
5. If you want to stop printing after it has begun, press **Ctrl+Break**.
6. Click **OK** or press **Enter** to continue.

View the Report using Print Preview (Windows Workstations Only)

The Print Preview option is only available for workstations running Windows. However, before Print Preview will work, you must add a **sysprint** device line in the **config.bbx** file for that printer. Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add this line.

Follow these steps to view a report using Print Preview:

1. Select **Print Preview** (in graphical screens) or enter **R** (in text screens).
2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add printers to the terminal.

3. Click **OK** or press **Enter** to continue.
4. When available, either select **Standard** or enter **S** if you want to view the report in standard width or select **Compressed** or enter **C** if you want to view it in compressed width.
5. Press **Enter**. The **Print Preview** screen displays the report as it will look when printed out in hard copy.
6. To print from this screen, select **Print** from the **File** menu. To exit from this screen, select **Exit** from the **File** menu.

Save the Report as a File

To save the report as a text file, select **File** or enter **F**. The data path set up for the workstation in the **Defaults** function on the Resource Manager **Workstation Configuration** menu appears. If necessary, enter a new data path or click the **Browse** button to navigate to the correct directory, then enter the file name followed by the **.txt** extension. The file name plus extension that you enter must be less than 35 characters. Press **Enter** to save the report in that directory.

View the Report on Screen (Text Screens Only)

If you are using text screens, you can view selected reports directly in the OSAS screen. Keep in mind that this option displays the report one page at a time, storing previously viewed pages in the workstation's memory. Use the **Defaults** function on the Resource Manager **Workstation Configuration** menu to limit the number of screen pages you can view to conserve memory resources.

Follow these steps to view the report on screen:

1. Enter **S** to select **(S)creen**.
2. When available, enter **S** if you want to view the report in standard width or **C** if you want to view it in compressed width.

3. When the report appears, press **Enter** to view the next page or **Page Up** to view previous pages.

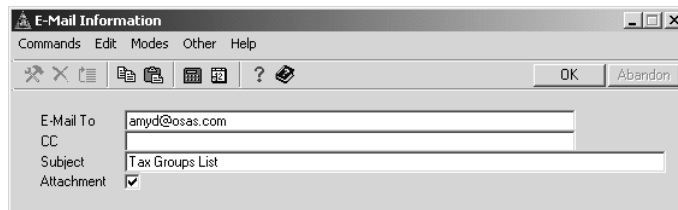
E-mail the Report

Before you can e-mail reports, you must enter details about your e-mail system using the **E-Mail Setup** function on the Resource Manager **System File Maintenance** menu.

You can e-mail only selected reports. In general, any report or form that makes up part of your audit trail cannot be e-mailed.

Follow these steps to e-mail a report:

1. Select **E-mail** or enter **M**.
2. When available, select **Standard** or enter **S** if you want to e-mail a standard width report or select **Compressed** or enter **C** if you want to e-mail it in compressed width. The E-Mail Information screen appears.



3. If you e-mailed this report previously, the last e-mail address to which you sent the report appears. Press **Enter** to use this address, change it if necessary, or enter a new e-mail address.
4. Enter another address to send the e-mail to as a carbon copy, if necessary.
5. OSAS automatically enters the name of the report in the **Subject** field. Change this subject line, if necessary.

6. Select the **Attachment** check box (or enter **Y** in text mode) to send the report as a text file attachment to the e-mail message. If you clear this box (or enter **N** in text mode), the report is sent in the body of the e-mail.
7. Click **OK** or press **Enter** to e-mail the report.

Report Commands

Use the following commands when a report appears on the screen:

Key	Operation
PgUp	Moves to the previous page of the report.
PgDn	Moves to the next page of the report.
Home	Moves directly to the top of a group of pages.
End	Moves directly to the bottom of a group of pages.
F7 (Exit)	Exits to the menu from any point in the report.
Left	Moves left one character.
Right	Moves right one character.
Tab (Toggle)	Toggles between the left and right halves of a report.
Up/Down	Moves a line up and down the screen to line up information when you toggle between halves of a report.

Installation and Conversion

2

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Installation

Before You Begin

Before installing Contractors' Job Cost onto your system for the first time, make sure your system has at least 15 megabytes (15 MB) of disk space in order for Contractors' Job Cost to work correctly with programs, sample data, data dictionaries, system files, and graphic files. Having more disk space available is necessary for the data files you create and maintain.

The OSAS system requires at least one megabyte (1 MB) of main memory to run. More memory may be necessary in certain environments and operating systems.

Note

If you are *upgrading* Contractors' Job Cost, use the **Data File Conversion** function. See "Converting Data to Version 6.5" on page 2-8.

Version 6.1 Upgrade Information

If you are upgrading from Contractors' Job Cost version 4.5, 4.6, 5.1, 5.21, 6.0, or 6.1, follow the instructions in this section to install Contractors' Job Cost version 6.5 or see "Conversion" on page 2-7 for steps for converting your data files so they can be used with version 6.5x. If you use multiple companies, you can convert the data for all companies at one time.

If you are upgrading from OSAS Contractors' Job Cost versions 3.x or 4.0/4.1, or C.R.A.F.T. versions 3.x or 4.x, contact your reseller for special conversion instructions.

If you are not thoroughly familiar with the commands for your operating system (Windows, Linux, UNIX, and so on) or with the Open Systems files, your reseller or a trained Open Systems consultant should convert your files.

Installation

Use the **Install Applications** function on the **Installation** menu within **Resource Manager** (see the *Resource Manager User's Manual*) for the following installation situations:

- If you are installing Contractors' Job Cost for the first time.
- If you are reinstalling the same version of Contractors' Job Cost.
- If you are installing Contractors' Job Cost version 6.5 onto OSAS version 6.5.

Upgrading Contractors' Job Cost and OSAS

If your version of OSAS is lower than 6.5, you cannot install Contractors' Job Cost version 6.5 on the system with the lower OSAS version. To upgrade Contractors' Job Cost and your OSAS system, do the following:

- Install Resource Manager version 6.5 to a new data directory—for example OSAS65 (see the *Resource Manager User's Guide* for information about installing and configuring Resource Manager).

Note

To install Contractors' Job Cost 6.5, you must have Resource Manager version 6.5 or higher.

- Install General Ledger, Accounts Payable, Accounts Receivable, Payroll, and other OSAS applications you are using on version 6.5.
- After you install the other applications, install Contractors' Job Cost and the appropriate application enhancements.

Note

Contractors' Job Cost modifies programs and files in other applications. If you do not install Contractors' Job Cost last, changes to those applications are lost.

Setting Up Contractors' Job Cost

Once you have installed Contractors' Job Cost on your system, prepare your data files for everyday use.

You can prepare files for use in one of two ways:

- Create and set up the files manually on a new system.
- Convert the old files when you upgrade from an earlier version.

To create files on a new system, use the **Data File Creation** function on the **Company Setup** menu in Resource Manager (see the *Resource Manager User's Manual*). For instructions on converting files, see "Conversion" on page 2-7.

Note

If you plan to use General Ledger, Accounts Payable, Accounts Receivable, Payroll and other OSAS applications with Contractor's Job Cost, you must install them *before* installing and setting up Contractor's Job Cost.

Conversion

Use the Data File Conversion function on the **Company Setup** menu in **Resource Manager** (see the *Resource Manager User's Manual*) to convert version 4.5x/4.60, 5.1, 5.2, 6.0, 6.1 files to version 6.5.

Keep the following in mind when preparing to convert files:

- Data is converted one company at a time. To prevent confusion, convert all companies in the same session.
- If you want to upgrade from a version *older* than 4.5x, contact your dealer for assistance.
- Before converting an application's files, make note of the application version number being converted. The **Data File Conversion** function has no way of determining the information from within the function.
- Before you convert an application's files, back up your data files.

Consider Your Setup

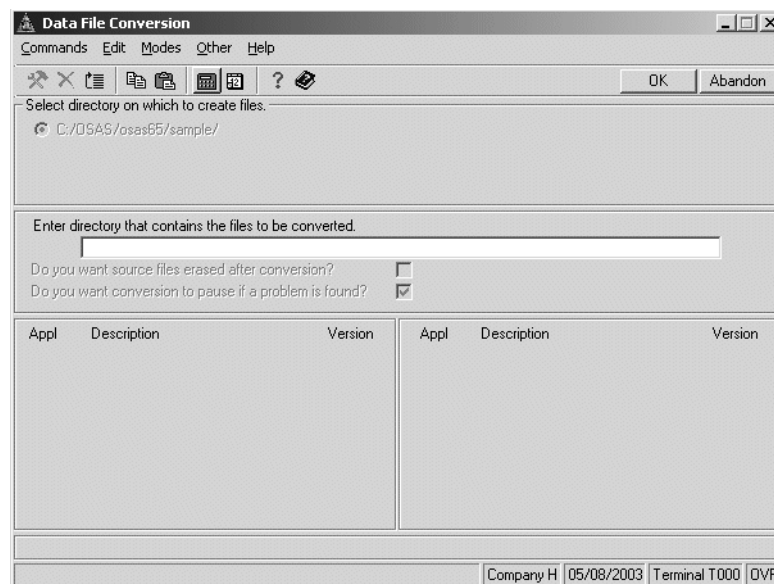
Before converting a version of Contractors' Job Cost, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are unsure if the system is ready for conversion, consult your value-added reseller. Before setup, make sure you do the following:

- Post all the entries in all the applications of the accounting system. Post the accumulated overhead in the jobs. Close the closeable jobs and post them to completed jobs. Delete posted closed jobs and their details.
- Print all Contractors' Job Cost reports.

Converting Data to Version 6.5

Follow these steps to convert your data:

1. Select **Data File Conversion** from the **Company Setup** menu in **Resource Manager**. The Data File Conversion screen appears.



2. All valid OSAS data paths appear. Select the destination directory where new data files are stored.
3. Enter the path (drive and directory) that contains the files to convert. You cannot use the same path you entered in step 2. The system verifies that there is at least one data file in the directory.

Note

Create an alternate directory outside the OSAS path and copy old data files to the alternate directory—for example, \OLDDATA.

4. Clear the check box (enter **N** in text mode) if you do not want to erase the source files after conversion. To erase the files, select the box (enter **Y** in text mode). Unless disk space is short, leave the data files intact and erase them manually after you verify the converted files.
5. If you want the system to pause the conversion process when a problem occurs, select the check box (enter **Y** in text mode). If not, clear the box (enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

Inquiry

6. Enter **CJ** in the **Appl Description** column. **Contractors' Job Cost** appears.

Note

The order in which applications are converted is extremely important. See the release notes that came with the software for more information.

7. Enter the earlier version number of Contractor's Job Cost. (You can determine the version by looking at the copyrights screen when starting OSAS, or, in most versions, by pressing **Shift+F2** or in text mode or **Esc+I** in Unix.)
8. If data files already exist for Contractors' Job Cost in the intended destination path, the **CJ data files exist. Do you want this task to erase them?** prompt appears. To erase the existing files and convert the files from the version in the source path, enter **Y**; otherwise, enter **N**. If you elect not to erase existing files, you must change your directory choices so that no conflict exists.

-
9. To convert, use the **Proceed (OK)** command.
 10. The **Do you want a printout of error log after each application?** prompt appears. To produce the error log after files are converted for each application, enter **Y**. If you want the log to be produced after files for all applications are converted, enter **N**. If you are converting *only* Contractors' Job Cost files, your answer to this prompt makes no difference.
 11. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt appears. To stop the conversion process, enter **Y**. To let the conversion run its course and investigate later, enter **N**.
 12. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the main menu—with **Contractors' Job Cost** added—appears.

Converting from Job Cost to Contractors' Job Cost

You can convert your OSAS Job Cost information to Contractors' Job Cost data. Keep in mind, however, that the Contractors' Job Cost version must be equal to or greater than the Job Cost version from which you are converting. That is, you cannot convert Job Cost v6.5 to Contractors' Job Cost v6.1.

To convert Job Cost data to Contractors' Job Cost, use the Job Cost/CJC conversion utility. To access this utility, select **Call a Pro/5 Program** from the **Other Commands (F4)** menu. Consult your reseller or Open Systems Technical Support for more information.

If you are upgrading from Job Cost (or Contractors' Job Cost v4.0) and you have tracked retainage invoices separately (and you have that information), use the **Build Retainage** function (call the Pro/5 program **APCJACR** from within the Accounts Payable menu) to enter the amounts retained for your previous work. Use this program only to enter previous retainage invoices after conversion. Consult your reseller or Open Systems Technical Support for more information.

Setup

3

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Setup Considerations

After installing the software for the first time or after upgrading the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system operates.

To properly set up the Contractors' Job Cost system, gather and organize your accounting data. You need the following information:

- Your overhead calculation procedures: state and federal payroll taxes, union dues and benefits, and insurance (such as Worker's Compensation) that are part of your direct labor costs.
- A chart of accounts for your business.
- Your records of the work in process.

Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list, codes and IDs are sorted from lowest to highest and dashes represent blank spaces.

```
-----0
-----1
-----Z
-----a
-----01
---a---
000000
000001
1
```

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.
- Items that make up a code are *always* listed alphabetically. The items are listed in the following order for each position:

blank spaces
characters (-, *, /, and so on)
numbers (0-9)
uppercase letters (A-Z)
lowercase letters (a-z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters.

- When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list.
- If the first character of the IDs is the same, the second characters are compared, and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically*. If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 instead of ACE-1.
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)
- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize jobs by name, put the first characters of the job name in the job ID.
- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of WIN001 and WIN005 leaves room for three jobs in between.

Setup Checklist and Functions

Follow these steps to set up the Contractors' Job Cost system (each step is explained in this section):

1. Set up the options and interfaces for Contractors' Job Cost setup.
2. Build the tables.
 - **FYEARx**
 - **IMPRTx** (*optional*)
 - **JOBGLx**
 - **JOSAVx**
 - **NAMESx**
3. Set up divisions (if used).
4. Set up cost types and cost codes.
5. Set up WIP codes (if used).
6. Set up jobs and phases using **Jobs and Phases**, **Copy Jobs and Phases**, or **Import File to Job** functions.
7. Set up percent completion information (optional).
8. Set up the access codes (through Resource Manager).
9. Reset the options and interfaces for using the system.
10. Set up a backup schedule.

Options and Interfaces

Setting up the options and interfaces is a standard part of installation. The selections you make determine the way Contractors' Job Cost runs. To begin setting up the options and interfaces for each company, use the **Options and Interfaces** function on the **Company Setup** menu within **Resource Manager** function (see the *Resource Manager User's Manual* for more information).

Interfaces

If other OPEN SYSTEMS Accounting Software applications will be used in addition to Contractors' Job Cost, you must interface the programs *before* you begin using Contractors' Job Cost. Then when you post, the appropriate accounts and records are updated automatically.

Contractors' Job Cost can be interfaced with General Ledger, Payroll, Accounts Payable/Purchase Order, and Accounts Receivable/Sales Order.

Note

To use Contractors' Job Cost, Accounts Receivable must be on your system.

Job Cost is the only OSAS application that is not compatible with Contractors' Job Cost. Contact your reseller for modifications and information.

General Ledger

If Contractors' Job Cost interfaces with General Ledger, posting uncompleted jobs creates summary entries in the GL Journal in order to account for overhead accumulated since the last post. Overhead amounts are debited to the overhead work-in-process account specified in the **JOBGLx** table (see "JOBGLxxx Table" on page 9-27) and credited to the applied general ledger account specified in each phase record (see "Entering Job and Phases" on page 9-6).

When you post completed jobs, summary entries are made to transfer the total cost of the job from the WIP account to the finished goods account specified in the **JOBGLx** table.

In addition to posting overhead, you can make journal entries that affect both General Ledger and Contractors' Job Cost (see "JTD Cost Summary List" on page 6-9).

For more information about the interaction between Contractors' Job Cost and General Ledger, see "GL Job Journal Entry" on page 5-7.

Payroll

Set up the interface with Payroll using Payroll options and interfaces. There are certain selections within Contractors' Job Cost (CJC) that are affected by the interface between Payroll and CJC.

- **Pieces From** list box on the File Maintenance **Jobs and Phases** screen (see "Entering Job and Phases" on page 9-6). If you track payroll piece counts in some jobs or phases, select **PA** (for Payroll) in those phase records (enter **P** in text mode).
- **Certified PA** check box on the File Maintenance **Jobs and Phases** screen (see "Entering Job and Phases" on page 9-6). Select the check box (enter **Y** in text mode) to flag the phase as a certified payroll job.
- **Ovhd Basis** field on the File Maintenance **Jobs and Phases** screen (see "Entering Job and Phases" on page 9-6). Select how you want to calculate your overhead for the job and phase.

The interface between Contractors' Job Cost and Payroll works in two directions. When entering Payroll transactions, you can use the **Inquiry** command to look up and select Contractors' Job Cost job and phase IDs. When you post Payroll transactions that contain job/phase IDs, the labor hours, labor dollars, labor burden and pieces (optionally), and detail history records for the specified job phases are updated. If you elect to have Contractors' Job Cost post directly to job phase records (by typing **Y** in the **Direct Post to Job Master** field—see “Options” on page 3-11), the fields in the specified job phase records are also updated.

Accounts Payable and Purchase Order

Set up the interface with Accounts Payable and Purchase Order using Accounts Payable/Purchase Order options and interfaces. The only control in Contractors' Job Cost that affects this interface is the **Post Units From PA or AP** field on the **Jobs and Phases** screen (see “Entering Job and Phases” on page 9-6).

If Contractors' Job Cost interfaces with Accounts Payable/Purchase Order, you can look up and select job and phase IDs while entering Accounts Payable/Purchase Order transactions. When you post Accounts Payable/Purchase Order transactions that contain job/phase IDs, the detail history for both the predefined and the user-definable cost types are updated. If you elected to accrue specified inventory items through Accounts Payable/ Purchase Order, the job/phase pieces detail history is updated. If you elected to post directly to job phase records (by setting the **Direct Post to Job Master** option to **YES**—see “Options” on page 3-11), the system updates appropriate fields.

Accounts Receivable and Sales Order

Set up the interface with Accounts Receivable and Sales Order using Accounts Receivable and Sales Order options and interfaces. When entering Accounts Receivable invoices, you can look up and select job and phase IDs and read in cost and billing amounts from Contractors' Job Cost job/phase records. When you enter job/phase records, you can look up and select customer IDs.

When you post Accounts Receivable transactions, the last billing date, amount billed to date, and (optionally) the finish date detail are updated. If you elected to post directly to job phase records (by setting the **Direct Post to Job Master** option to **YES**—see “Options” on page 3-11), the appropriate fields are also updated.

Although Accounts Receivable must be on your system to use Contractors' Job Cost, the two applications do not have to interface.

Options

From the OSAS main menu, select **Resource Manager, Company Setup**, and then **Options and Interfaces**. The **Options and Interfaces** screen appears.

1. The name of the company you are working with appears automatically. Specify whether the **Options Table Type** field is **Share** or **Own**.
2. Enter **CJ** in the **Application ID**. This is the application with which you want to work. The **Contractors' Job Cost Options** screen appears.

Note

Press **Enter** to toggle an option, for example, between **YES** and **NO**.

[illegible]

3. Toggle to **YES** or **NO** to indicate whether you want to interface Contractors' Job Cost with General Ledger.
4. Toggle to **YES** or **NO** to indicate whether you want to use the phase prefix (first 2 characters) as the division.

Contractors' Job Cost gives you the option of grouping phases within a job into divisions. If you want to group costs of jobs into divisions, select **YES**. If not, select **NO**. (See "Divisions" on page 9-21 for more information.)

5. Toggle to **YES** or **NO** to indicate whether you want postings from Accounts Payable/Purchase Orders, Accounts Receivable, and Payroll to automatically update the Job-To-Date fields in the job/phase records. Selecting **NO** means you want to manually post the detail history by period.

Note

You should select **NO** so that information can be entered for a new month before closing a previous one. (See “Jobs and Phases” on page 9-5 for more information.)

6. Toggle to **YES** or **NO** to indicate whether you want to keep original cost estimates.

If you want revisions to cost estimates from change orders and adjustments to replace the original cost estimates, select **NO**. If you want to retain the original cost estimates and track the changes to them, select **YES** (recommended).

Tables

Tables store information relating to the system, data, options, and default settings for other applications.

Note

Use tables only to enter and store data. Do not delete lines or rearrange the account descriptions. The system looks for information by their position in the table. For example, in the **JOBGLxxx** table, the system treats the account on the first line as the work-in-process account and the account on the second line as the finished goods account, regardless of how you change the labels.

Before building the Contractors' Job Cost data files, you must set up the system tables:

- The **FYEARxxx** table stores the current fiscal year for a company. The system references this table when you post to the Job Detail History file. If there is more than one company on your system, each must have its own table.
- The **IMPRTx** table tells the system where fields are situated in an ASCII file. The system uses these positions (**Pos**) and field lengths (**Len**) to import information from an ASCII file to create new phases for a job. This is an optional table used with the **Import File to Job** function if you are importing from an ASCII file. (See “Import File to Job” on page 9-41 for more information.)
- The **JOBGLxxx** table stores the general ledger work in process, the overhead work in process, finished goods, and the high and low general ledger account for Contractors' Job Cost. It is used when you post jobs to the Journal file.
- The **JOSAVxxx** table allows saving job cost history to a dummy company when deleting a completed job. If this table is not setup, information about a completed job is permanently erased when deleting the job.
- The **NAMESxxx** table stores the list of three user-definable cost type names and the five job/phase extra information names that are used throughout the Contractors' Job Cost system.

You can set up tables for individual companies and/or all companies.

If you use more than one company, set up one table for all the companies that are alike and one table for each company that is different. For example, you can set up table JOBGL for companies that post jobs to the same general ledger accounts, and you can also set up table JOBGLA for company A, JOBGLB for company B, and so on if those companies post jobs to different general ledger accounts.

For more information on building tables, see “Tables” on page 9-23.

Divisions

Use Divisions to generate phase subtotals in some reports. Divisions are created from the first two characters of the phase. If you use divisions, the phase ID must have three or more digits.

If you want to use divisions for one job, you must use divisions for *all* jobs. To use divisions, enter **YES** in the **Use Phase Prefix (first 2 characters)** as **Division** field in the **Options and Interfaces** function on the **Company Setup** menu within **Resource Manager**. If you enter **NO**, no job will have divisions.

Division IDs and descriptions are not specific to a job. If you create a division ID and description, all jobs that use that ID use the same description. Since division IDs are used only to total phases, you do not have to set up new divisions for each job. See “Divisions” on page 9-21 for more information.

Cost Types and Cost Codes

Use the **Cost Types** function to update information about the user-definable cost types 7, 8, and 9. These types serve as categories for cost codes. The cost types are kept in the **CJCTx** file. See “Cost Types” on page 9-47 for more information.

Use the **Cost Codes** function to update information about the cost codes. These codes appear in the **Inquiry** windows in Accounts Payable, Accounts Receivable, and Payroll when you press **F2** at **Cost Code** fields. The cost codes are kept in the **CJCCx** file. See “Cost Codes” on page 9-49 for more information.

WIP Codes

Use the **WIP Code Maintenance** function to update information about the WIP codes and the associated WIP and Cost of Goods Sold GL Numbers for each cost type. See “WIP Code Maintenance” on page 9-51 for more information.

Job and Phase Records

After you have built the tables and defined the cost types, you are ready to build job records.

A *job* is new work, additions, alterations, building, and nonbuilding projects, etc. A *phase* is an aspect of a job. For example, if the job is the construction of a garage, the phases might be site preparation, foundation work, framing, electrical work, and so on.

Jobs must have at least one phase. First set up the job and then set up a phase for each segment of the job.

If you are upgrading from an earlier version of Contractors' Job Cost, your initial balances are set when you convert the old data files. If you are installing Contractors' Job Cost version 6.5x, you must enter the information about jobs in process into the Jobs file before you can begin daily operations.

Billing

If Contractors' Job Cost interfaces with Accounts Receivable, pay attention to the estimated billing amount fields.

You must choose whether to bill jobs using AIA invoicing, job invoicing, cost-plus invoicing, or standard OSAS invoicing. You can choose a different method for each job. You must also decide whether you are going to invoice by job, and if so, whether or not you are going to bill by phase.

If you use AIA invoicing, job invoicing, or cost-plus invoicing, you must invoice by job. If you bill by phase, you must specify whether phases should update job cost phases job by job. You must decide whether to use phase billing and enter the appropriate information before producing the first invoice for a job.

If you bill by job but not phase, you should enter an estimated billing amount in the job record, but not in the phase records. Then when invoicing a job, only the job record is updated.

If you use AIA invoicing, job invoicing, or cost-plus invoicing and you bill by phase, you should enter an estimated billing amount in the phase records but not in the job record. When invoicing a job, the job records are updated.

When you use the standard Accounts Receivable billing and you bill by job, use the job ID when billing. When you bill by phase, use the job ID and the phase ID.

Note

The default names for cost types 7, 8, and 9 are shown in the Overhead Basis field. Use the **NAMESxxx** table to change the cost-type descriptions.

Percent Completion

Use the **Percent Completion** function only if you want to enter your own completion percentages. You can enter percentages for different phases or enter one percentage for an entire job.

You can let the system calculate completion percentages based on estimated costs versus actual costs, or you can manually enter percentages.

The results of the Budget Projection and Work-in-Process Reports depend on the completion percentage. See “Percent Completion” on page 9-35 for more information.

Access Codes

To safeguard your system and prevent access by unauthorized people, use the Resource Manager **Access Codes** function to set up access codes on your system. Set up access codes for the Contractors’ Job Cost system itself, for menus in the system, and for individual functions.

A Code for Each User or Group of Users

To control user access to menus and functions, set up an access code for each user, or group of users, that performs the same functions.

A Code for Each Company

Access codes are company-specific. When setting up an access code for a user, the code is assigned by the company they are in.

Because the codes are company-specific, you must set up a code for each company a user needs to access. Use the same code for each company so that the user does not need to remember different codes. For example, set up the access code CHARM for companies A01, B01, and C01 so that a user can use the same code for each company.

What Should Be Protected

Because of the sensitive nature of some of the information in the Contractors' Job Cost data files and reports, limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Job Cost application itself, each of the Contractors' Job Cost menus, and the individual functions.

After setting up the access codes, print a list of the codes and store it in a safe place.

For more information about access codes, see the *Resource Manager User's Manual*.

Backup Schedule

Plan a backup schedule before beginning day-to-day operations. Files can be lost because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing up Data Files

Back up Contractors' Job Cost data files whenever they change—every day or every week—and before running these functions:

- Post Adjustments and Transactions
- Post Overhead to GL
- Delete Completed Jobs
- Periodic Maintenance
- Delete Detail History

Backing up Programs

Once a month or so, back up your programs. Even though these files do not change, backup media can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Media

Keep more than one set of media in case one set is bad or damaged. Rotate the sets of backup media, keeping one set off-site.

Use Resource Manager

Use the **Backup** function on the **Data File Maintenance** menu in Resource Manager to back up files.

Note

Back up all files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few changed files—your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.

Information Inquiry

4

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Jobs and Phases Inquiry

Use the **Jobs and Phases Inquiry** function to view summary information about a job or its phases: the locations, start and finish dates, additional descriptions, billing information, and actual costs compared with estimates. You can also view the cost details to see which cost codes make up the totals.

Note

To add or change this information, use the **Jobs and Phases** function (see “Entering Job and Phases” on page 9-6).

Select **Jobs and Phases Inquiry** from the **Information Inquiry** menu. The Jobs and Phases Inquiry screen appears.

Jobs and Phases - Inquiry

Commands Edit Modes Other Help

OK Abandon

Job ID	91-135	Certified PA?	<input type="checkbox"/>	WC Code	
Phase ID		Ovhd Basis	1 Material	Rate %	.0
Desc 1	WESTERN OAKS				
Desc 2	LOT 5A	More?	<input checked="" type="checkbox"/>		
Manager ID	MARKS	UOM			
Pieces From	PA				
Item ID					
Start Date	05/21/2003	Estimate		Actual	
Finish Date	07/20/2003				
Contract Number	3345-72	WIP Info?	<input type="checkbox"/>		
Customer ID	SUN001				
Contract Date	04/29/2003				
Orig Contract	14930.00				
Change Order	-242.50				
Rev Contract	14687.50				
Billed to Date	2230.00				
Last Bill Date	06/07/2003				
		Cost Type	Estimate	Actual	
		P.O.	4575.00	415.00	
		Labor Hrs	170.00	140.50	
		Units	100	94	
		Labor	2690.00	2283.72	
		Material	3700.00	3649.50	
		Equipment	450.00	195.00	
		Overhead	871.00	276.88	
		Misc	1400.00	2325.00	
		Subcontract	4287.50	3509.23	
		Truck Exp	204.00	330.94	
		Rental	100.00	100.00	
		Bonds/Fees	75.00	70.00	
		Total	13777.50	12740.27	

Job Cost sum. View Schd. sUb. Estimates Open PO Extra info Scan details Wip info

Company H 07/17/2003 Terminal T000 DVR

Inquiry

1. In the **Job ID** field, enter the ID of the job you want to view.

Inquiry

2. If you want to view information for a specific phase, enter the **Phase ID**.

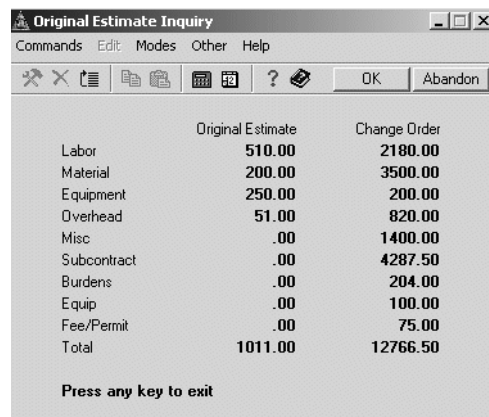
If you have the option set to use divisions and you want to view division totals, press **Enter** at the **Phase ID** field. You are prompted at the bottom of the screen to enter a specific division ID, or press **Enter** to view all phases.

3. Use the commands at the bottom of the screen to access more information:
 - Press **J** to return to the **Job ID** field to select another job.
 - Press **C** to open the **Job Summary Cost Inquiry** function (page 4-13) to view period-to-date, year-to-date, and job-to-date costs.
 - Press **V** to open the **Job Schedule Analysis Inquiry** function (page 4-17) to view job schedule information. This option is available only if you are viewing a job; it is not available when inquiring on a phase.
 - Press **U** to open the **Subcontractor Inquiry** function (page 4-15) to view subcontractors associated with the job.
 - Press **E** to view the job's original estimates and change orders. See "Estimates Inquiry" on page 4-5 for more information.
 - Press **O** to view open purchase orders associated with the job. See "Open P.O. Inquiry" on page 4-6 for more information.
 - Press **X** to view an Extra Information pop-up screen (page 4-7) for the job that provides information such as location, key personnel, and the purchase order associated with the job.
 - Press **S** to open the **Job and Phases Detail Inquiry** function (page 4-9) to view detail history records associated with the job.
 - Press **W** to view WIP information (page 4-7) for the phase you selected. This command is available only if you are viewing a phase and if the **WIP Info** option is selected for the phase you enter.

Estimates Inquiry

If you have the **Keep Original Cost Estimate** option set (on the **Options and Interfaces** screen within the Resource Manager **Company Setup** menu), you can press **E** from the **Jobs and Phases Inquiry** screen to view the original estimates and change orders for the job or phase.

Press **Enter** to return to the **Jobs and Phases Inquiry** screen.



	Original Estimate	Change Order
Labor	510.00	2180.00
Material	200.00	3500.00
Equipment	250.00	200.00
Overhead	51.00	820.00
Misc	.00	1400.00
Subcontract	.00	4287.50
Burdens	.00	204.00
Equip	.00	100.00
Fee/Permit	.00	75.00
Total	1011.00	12766.50

Press any key to exit

Open P.O. Inquiry

To view any open purchase orders associated with the job, press **O** on the **Jobs and Phases Inquiry** screen. The **Open P.O. Inquiry** screen appears.

This option does not appear if Purchase Order is not loaded on your system.

The screenshot shows the 'Open P.O. Inquiry' window. At the top, there is a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Information', and 'Help'. Below the menu bar is a toolbar with various icons and buttons for 'OK' and 'Abandon'. The main area displays the following information:

Job ID: 91-135 WESTERN OAKS
 Phase ID: 01SITE SITE PREPARATION
 Cost Code: [] All Cost Codes

Ord No	Ent No	Date	Status	Vendor	Phase	Type	Amount
00000067	001	10/02/2003	NEW	ACE001	01SITE	101	33.00
00000032	002	08/06/2003	GOODS REC'D	ACE001	01SITE	500	29948.49
Plumbing Package							
Total POs =							29981.49

At the bottom of the window, there are buttons for 'Enter-job inquiry', 'More', 'New ID', 'Restart Detail', and 'Cost Code'. The status bar at the very bottom shows 'Company H', '10/06/2003', 'Terminal T000', and 'OVR'.

Enter the cost code for the orders you want to view or press **Enter** to view orders for all cost codes for this job/phase. The order number, entry number, order date, order status, vendor ID, phase and cost type, and amount appear.

Use a command to view more information:

- Press **Enter** to return to the Job and Phase Inquiry screen.
- Press **N** to return to a blank Job and Phase Inquiry screen to enter a new job ID.

- Press **R** to start the Open P.O. Inquiry scan over for the selected job, phase, and cost type.
- Press **C** to enter a different **Cost Code**.

Extra Information

From the **Jobs and Phases Inquiry** screen, press **X** to view additional job information. The information appears in the **NAMESxxx** table. Press any key to return to the **Jobs and Phases Inquiry** screen.

A screenshot of a software window titled "Additional Job and Phase Descriptions". The window has a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu bar is a toolbar with icons for back, forward, print, save, and help, along with "OK" and "Abandon" buttons. The main area displays the following information:

Job Address	16504 WESTVIEW ROAD
City/St/Zip	HOUSTON, TX 77045
Job Foreman	MIKE PRESTON
Architect	ROBERTS & ASSOC.
P.O. #	23210 77002

Press any key to exit

WIP GL Information Inquiry

To view the WIP GL information assigned to the phase you selected, press **W**. The WIP GL Information Inquiry screen appears and lists the WIP GL code and deferred post status assigned to the phase you selected.

This screen appears only if the **WIP Info** option is selected for the phase you enter.

A screenshot of a software window titled "WIP GL Information Inquiry". The window has a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu bar is a toolbar with icons for back, forward, print, save, and help, along with "OK" and "Abandon" buttons. The main area displays the following information:

WIP GL Code	01
WIP Deferred Post?	<input checked="" type="checkbox"/>

Press any key to exit

Job and Phases Detail Inquiry

You can access the **Jobs and Phases Detail Inquiry** function in two ways: by pressing **S** on the Jobs and Phases Inquiry screen (page 4-3) or by selecting **Jobs and Phases Detail Inquiry** from the **Information Inquiry** menu.

Use this function to view detailed history about the job cost and revenues, purchase orders, and change orders. You can view the totals for a job, or a phase of a job. You can view totals for a period, a range of periods, or for the entire job since its start date.

Phase	Code	Year	Pd	Src	Ref	Description	Date	Quantity/Hrs	Remark	Amount Post
01FOUN	700	2003	03	PA	BURDEN	LABOR BURDEN	03/31/2003	.0000		485.46 Y
Total						Labor Hours		.0000		485.46

Note

This function is useful only if you elected to save detail history from Account Receivable/Sales Order, Accounts Payable/Purchase Order, and Payroll through the **Options and Interfaces** function on the Resource Manager **Company Setup** menu.

Inquiry

1. In the **Job ID** field, enter the ID of the job you want to view. The job name appears in the upper-right corner of the screen.

If you came to this screen from the **Jobs and Phases Inquiry** screen, the job ID from that screen appears automatically.

Inquiry

2. To view information for a specific phase, enter the **Phase ID**.

If you came to this screen from the **Jobs and Phases Inquiry** screen, the phase ID from that screen appears automatically.

If you have the option set to use divisions and you want to view division totals, press **Enter** at the **Phase ID** field. You are prompted at the bottom of the screen to enter a specific division ID, or press **Enter** to view all phases.

3. The **Fiscal Year** field from the **FYEARxxx** table appears. Change it or press **Enter** to view detail history for all fiscal years on file.
4. Enter a range of periods to view or press **Enter** to view all periods.

Inquiry

5. Valid entries for the **Code** field appear at the bottom of the screen. Enter the cost code you want to view (or leave the field blank to view all types of detail).
 - Enter a specific cost code number.
 - Enter **A** for Change Orders.
 - Enter **B** for Billing Detail.
 - Enter **C** for Purchase Orders.
6. Press **S** to view summary history information or **D** to view detail history information. If you press **D**, the source, reference number, and date of the transaction appear in addition to the other information.
7. Enter the number of lines you want a line item to occupy, either **1** or **2**. If you chose to include detail history information, enter **2** so that you can see all the information.

8. Use the commands to access other information:

- If you accessed the Detail Inquiry screen from the Jobs and Phases Inquiry screen, press **Enter** to return to that screen.

This command is not available if you accessed the Detail Inquiry screen from the **Information Inquiry** menu.

- To view the next page of history (if it's available), press **M**. Continue to press **M** to see more history.
- If you accessed the Detail Inquiry screen from the Jobs and Phases Inquiry screen, press **N** to return to that screen to enter a new job ID.

If you accessed the Detail Inquiry screen from the **Information Inquiry** menu, press **N** to return to the **Job ID** field at the top of the screen to enter a new job.

- Press **R** to return to the first page of history information.

Field Descriptions

The following are field descriptions for the line item section of the **Jobs and Phases Detail History** screen. The column headings for the line items are between the header section and the line items section of the screen.

Field	Description
Phase ID	The phase of the selected job ID appears.
Code	The specified cost code appears. If you entered 2 in the Lines per Item field, the code's name appears below the code number.
Year/Pd	The fiscal year and period in which the transaction took place appear.

Field	Description
Source/Description	If you pressed D to view detail history information, the abbreviation of the application in which the transaction was entered appears: AP -Accounts Payable, AR -Accounts Receivable, PA -Payroll, CJ -Contractors' Job Cost. If you entered 2 in the Lines per Item field, the description of the item or the name of the employee appears on the second line.
Ref	If you pressed D to view detail history information, additional information about the original transaction appears. Transactions originating in AP refer to the vendor ID. AR transactions refer to the customer ID. PA transactions refer to the employee ID, and CJ entries refer to the entry reference.
Date/# of Records	If you pressed D to view detail history information, the date of the transaction appears. If you pressed S to view summary information, the number of records associated with the transaction appears.
Qty/Hrs/Remarks	The amount of material purchased on an invoice or the number of hours an employee worked appears. The invoice number for the purchase and additional remarks appear on the second line.
Amount	The extended amount of the line item on an invoice or the extended cost of a payroll entry appears. Overhead is a separate line item and is not included.
Post	If you selected the Direct Post to Job Master option (set it to YES in text mode) in the CJC Options and Interfaces function, a Y appears, indicating that all transactions are posted. If it is not selected (so that you can manually post transactions), an N appears if unposted transactions exist.

Job Summary Cost Inquiry

You can access the Job Summary Cost Inquiry screen in two ways: by pressing **C** on the Jobs and Phases Inquiry screen (page 4-3) or by selecting **Job Summary Cost Inquiry** from the **Information Inquiry** menu.

The screenshot shows the 'Job Summary Cost Inquiry' window. At the top, there's a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll Commands', 'Information', and 'Help'. Below the menu bar is a toolbar with various icons and buttons like 'OK' and 'Abandon'. The main area contains a table with columns: 'Cd', 'Tp', 'Desc', 'Period to Date', 'Year to date', 'Job to Date', and 'Estimate'. The table lists various cost codes (100 to 990) and their corresponding costs. At the bottom, there are summary rows for 'Total Cost' and 'Unbilled Cost'. The status bar at the very bottom shows 'Company H', '10/06/2003', 'Terminal T000', and 'OVR'.

Cd	Tp	Desc	Period to Date	Year to date	Job to Date	Estimate
100	01	Material	6280.13	28324.78	32008.28	4854.00
101	01	Mtl-Wood	1815.06	7488.17	7831.72	76.00
102	01	Mat-Mas.	343.55	1262.04	1262.04	654.00
200	02	Equipmen	1087.65	2213.30	2408.30	397.00
300	03	Overhead	108.77	257.84	534.72	889.00
400	04	Misc	7352.71	7426.71	9751.71	9066.13
500	05	Labor \$.00	2928.20	5211.92	2017.00
600	06	Subcontr	6475.83	11739.98	15252.21	4975.50
700	07	Burdens	.00	415.02	745.96	289.00
800	08	Equip Re	.00	82.00	182.00	136.00
900	09	Fee/Perm	.00	368.00	438.00	386.00
990			.00	.00	.00	.00
Total Cost			23463.70	62506.04	75626.86	23739.63
Unbilled Cost					75626.86	(001 of 012)

The screen shows the cost codes associated with the job, the activity for the cost code as it was used for the job and phase for the period and the year to date, and the actual and estimated costs attributed to each cost code for the job to date.

As a result, you can see how much cost has been accumulated for each cost code for the period, year, and for the job and phase. You can also see how the cost code's actual cost in the job compares with the estimated cost. This information is useful, for example, if a cost code for a job and phase is accounting for a higher cost than the cost code normally represents.

Inquiry

If you accessed the screen from the **Information Inquiry** menu, enter the **Job ID** for which you want to view information, then enter the **Phase ID**. Leave the **Phase ID** field blank to view cost information for all phases.

If you accessed this screen from the Jobs and Phases Inquiry screen (page 4-3), cost information for the job and phase you selected on that screen appears.

Use the commands to access more information about the cost codes:

- If you accessed this function from the Jobs and Phases Inquiry screen, press **Enter** to return to the Jobs and Phases Inquiry screen.

This command is not available if you accessed the function from the **Information Inquiry** menu.

- Press **V** to view detailed information about the selected cost code. The View Cost Code screen appears.

View Cost Codes

When you press **V** on the **Cost Code Details** screen to view detailed information about a cost code, the **View Cost Codes** screen appears.

The screenshot shows the 'View Cost Code' window with the following data:

Cost Code		100	Material	Use Type	GENERAL
Cost Type		01		Short Description	Material
Description		Material		Accumulated WIP	.00
Cost	Period to Date	.00	Year to Date	Job to Date	Estimate
Quantity		.0000		.0000	.0000
Unit of Measure			Original Estimated Cost		3700.00

Press any key...

When you finish viewing the information, press **Enter** to return to the Job Summary Cost Inquiry screen.

Subcontractor Inquiry

You can access this function in two ways: by pressing **U** on the Jobs and Phases Inquiry screen (page 4-3) or by selecting **Subcontractor Inquiry** from the **Information Inquiry** menu.

The Subcontractor Inquiry screen gives you a snapshot of all subcontractors who have worked or are currently working on a job's phases. You set up vendors and subcontractor information in Accounts Payable, and you enter change orders for subcontracted amounts using the functions on the **Adjustments and Change Orders** menu (see page 5-1).

[illegible]

Inquiry

If you accessed this function from the **Information Inquiry** menu, select the **Job ID** for which to view subcontractor information. If you accessed this function from the Jobs and Phases Inquiry screen, the job ID you selected on that screen appears.

Use the commands to view more information:

- Press **V** to view more detailed information about the selected entry. The View Entry screen appears.
- If you accessed this function from the **Information Inquiry** menu, press **N** to return to the **Job ID** field to enter a new job ID.

If you accessed this function from the Jobs and Phases Inquiry screen, this command is not available.

- Press **G** to jump to the entries for a specific phase when there are more than one page of entries.

View Additional Information

To view detailed information about a selected entry, press **V**. The View Entry screen appears.

The screenshot shows a window titled "View Entry" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for back, forward, search, and other functions. The main area displays the following information:

Phase ID	01FOUN	FOUNDATION
Vendor ID	ACE001	ACE PLUMBING SUPPLY COMPANY
Ref No	50234	
Trans Date	04/04/2003	Prev Invoice 1000.00
Subcontract Amt	2000.00	Prev Payment 800.00
Change Order Amt	500.00	Prev Retainage 200.00

Press any key...

Job Schedule Analysis Inquiry

You can access this function in two ways: by pressing **V** on the Jobs and Phases Inquiry screen (when you are viewing a job; the command is not available when you are viewing a phase) or by selecting **Job Schedule Analysis Inquiry** from the **Information Inquiry** menu.

Inquiry

If you accessed this function from the Information Inquiry menu, select the **Job ID** and **Division** for which you want to view schedule information. If you accessed this function from the Jobs and Phases Inquiry screen, the job you selected on that screen appears.

The thin columns (flagged below by arrows) show whether information is left off of the screen. The chart shows only two months of work. If the schedule covers years or months, asterisks appear to indicate that more information exists but cannot be displayed within the time frame specified on the screen. If the asterisk appears in the right column, information exists *after* the specified time frame. If it appears in the left column, information exists *before* the specified time frame.

Job Schedule Analysis

Commands Edit Modes Other Help

Job ID: 91-135 Division: LOT 5A Est. 04/01/2003 - 07/14/2003 Est. Duration: Days 105

Phase	03/31	04/07	04/14	04/21	04/28	05/05	05/12	05/19	Days
01FOUN	no est. date								
	in process								
01SITE							*****	*	7
							-----		5
02ELEC								*	14
	in process								
02FRAM								*	12
	in process								

WK 1 WK 2 WK 3 WK 4 WK 5 WK 6 WK 7 WK 8

Actual Estimate Both ± next week : prev week Next

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-
- The left side of the chart lists the phases associated with the job ID.
 - The top of the chart shows each day of the week between the dates listed in the estimated date fields in the upper-right corner of the screen. The system displays eight weeks at a time.
 - The right side of the chart lists the number of days elapsed.
 - The estimated start date is the earliest estimated start date for any phase of the job listed. The estimated finish date is the latest estimated finish date for any phase of the job listed.
 - The system displays a horizontal line from the start date through the finish date for each phase. A solid line indicates actual job progress and can stretch no farther than the system date. A dotted line indicates estimated job progress and can stretch as far as the projected completion date.

If a phase has an actual or estimated start date but no finish date, the words **in process** appear *instead* of a horizontal line.

Use the commands to work with the job schedule:

- Press **A** to view actual job information.
- Press **E** to view estimated job information.
- Press **B** to view both actual and estimated job information.
- Press the **+** and **-** keys to move the viewing window forward and backward in the time schedule.

Adjustments & Change Orders

5

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Introduction

Several of the functions in this chapter appear on an additional menu called **Change Order Processing** that appears on the **Adjustments and Change Orders** menu. To access these functions, select **Change Order Processing** from the **Adjustments and Change Orders** menu and then select the function from the **Change Order Processing** submenu.

Overview

Use the functions on the **Adjustments and Change Orders** menu to enter costs as you incur them, billings as you invoice them, and critical dates as they change. Depending on how you calculate overhead, the system may calculate overhead and update the **Overhead to Post**, **Finished Goods to Post**, and **Actual Overhead** fields when you enter adjustments through this function.

You can update a job either through direct adjustments to job and phase records or through posts from other applications. Then, depending on your overhead basis and rate, overhead is calculated and accumulated automatically.

Using the **Detail Adjustments** function is similar to editing information about an existing job in the **Jobs and Phases** function, but this function produces an audit trail and updates the **JOHlxxx** (Detail History) file if you keep detail history.

When you enter adjustments in Contractors' Job Cost, they can be sent only to the **JOHlxxx** file, only to the **JOBSxxx** file, or to both places. If you elected not to send information to the **JOBSxxx** file (by setting the option **Post Directly to Job Master** to **NO** in the **Options and Interface** function of Resource Manager), information is updated only in **JOHlxxx**. If you elected not to send information to the **JOHlxxx** file, information is updated only in the **JOBSxxx** file. If you elected to send the information to the **JOBSxxx** file, the adjustments update both the **JOBSxxx** and **JOHlxxx** files.

Use the Change Order Processing functions to enter changes in the contract. You can enter change orders when you need to add costs to or subtract costs from a job in the original contract, produce a report that shows the detail (by line item) of the change orders on a job, post the change orders to the appropriate job, and produce a copy of the change orders.

The **Change Order Entry** function is valuable if you want to increase your profit from a job by marking the retail amount of the job up from your original estimate. This is a good way to protect your variance from unforeseen expenses that could cost your business more than the profit you would have made.

When change orders update the Change Order Transaction Detail file, they also update the Detail Transaction History file and the Jobs file—if the option **Direct Post to Job Master** is selected (set to **YES** in text mode) in the **Options and Interfaces** function on the Resource Manager **Company Setup** menu.

Detail Adjustments

Use the **Detail Adjustments** function to enter adjustments to jobs and phases. This automatically updates the Job Detail History and the Jobs Master files with the adjustments, unless you have the **Post Directly to Job Master** option set to **NO**. Then you must use the **Post Details to Job Master** function to update the Jobs Master file.

Use detail adjustments to correct mistakes that do not affect other files. If information was incorrectly posted to a job from another application, correct the mistake there so that all files are correct.

Select **Detail Adjustments** from the **Adjustments and Change Orders** menu. The **Detail Adjustments** screen appears.

Detail Adjustments

Commands Edit Modes Other Help

Transaction Type 400 Misc

Job ID 91-135 WESTERN OAKS

Phase ID 02FRAM FRAMING

Current Estimate 1400.00

Actual 1325.00

Change Estimate .00

Actual .00

Revised Estimate 1400.00

Actual 1325.00

Description

Description .0000

GL Period 7 2003

B= Billing \$

L= Labor Hours

U= Units

S= Start Date

F= Finish Date

C= Committed \$

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1. Select the output device for the adjustment log. For more information on the steps required when selecting an output device, see “Print the Report” on page 1-73.

Once you select the output device, the cursor appears at the top of the screen for entering adjustments.

Inquiry

2. Enter the cost code for the transaction adjustment.

Inquiry

3. Enter the **Job ID** of the job you want to adjust. You cannot leave this field blank.

Inquiry

4. Enter the **Phase ID** of the phase you want to adjust. You cannot leave this field blank.

The information in the **Current Estimate** and **Actual** fields comes from the **Job ID** and **Phase ID** fields and cannot be changed.

5. In the **Change Estimate** and **Actual** fields, press **Enter** to accept the values or enter different ones. If you want to decrease the current estimate, enter a negative value.

The information displayed in the **Revised Estimate** and **Actual** fields is calculated from entries made in the **Change Estimate** and **Actual** fields.

6. Enter a description of the adjustment for future reference.
7. Enter the quantity or the number of hours of the adjustment. Hours only display if the transaction type is 500-599.
8. The **Type** field is only available if recording hours. Select **R** for regular, **O** for overtime, **D** for double time, or **M** for miscellaneous.
9. Press **Enter** to accept the default **GL Period** or enter a different period from 1 to 13.
10. When finished, use the **Proceed (OK)** command. You are returned to the **Transaction Type** field for another transaction adjustment.
11. Use the **Exit (F7)** command to send the information to the output device you selected and to return to the **Adjustments and Change Orders** menu.

GL Job Journal Entry

Use the **GL Job Journal Entry** function to enter General Ledger transactions that affect Contractors' Job Cost. You can make Journal entries to any of the 13 periods in the fiscal year or quarter.

The **GL Job Journal Entry** function is similar to the **Transactions** function in **General Ledger** except that in **GL Job Journal Entry** you can enter a job, phase, and cost type associated with the transaction.

Note

If you specified a range of Job GL accounts in the **JOBGLxxx** table, you cannot access the job, phase, cost type, and fiscal year fields if the account number you entered is not included in the range of accounts in the table.

Select **GL Job Journal Entry** from the **Adjustments and Change Orders** menu. The **GL Job Journal Entry** screen appears.

Note

If you do not have transactions on file, the **Append Line** window overlays the screen. If you have existing, unwritten transactions on file, the **Append Line** window does not overlay the screen.

GL Job Journal Entry

Commands Edit Modes Other Scroll Commands Help

Transactions

Commands Edit Modes Other Help

Entry 0002

GL Account 100100 Debit 56.00 Credit .0000

CASH IN BANK - 2nd NATIONAL

Trans Desc Reference

Trans Date 07/17/2003 GL Period 07 Source M1 Allocate? ☒

Cash Flow Transaction? ☒

Job ID

Phase ID

Type

Fiscal Year

B=Billing or F2 For Cost Codes

Total Debits 56.00 Total Credits .00 Balance 56.00

Enter=edit Append aLoc Allocations On Write Print report Goto

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Inquiry

Maint

1. On the **Append Line** screen, enter the **GL Account** where you want the transaction to post. If you entered a range of accounts in the **JOBGLxxx** table, you must select from that account range.
2. Enter the dollar amount to be debited or credited to the selected account in either the **Debit** or **Credit** field.
3. Enter a short description of the transaction in the **Trans Desc** field.
4. Enter a **Reference**, such as something related to the job/phase, a person's name, a workstation, and so on.
5. The workstation date appears as the **Trans Date**. Press **Enter** to accept the default or enter the date of the transaction.
6. Press **Enter** to accept the default **GL Period**. The default is based on the **Trans Date**. If needed, enter a different period.

7. The **Source** code identifies the origin of the transaction. When you produce the Cost Detail Report (“Cost Detail Report” on page 6-11), you might want to restrict the information provided in the report to costs from only a few origins. Press **Enter** to accept **M1** (manual entry) as the default or enter another code.

Note

Accrual entries that automatically reverse require the **R1** source code.

8. If you want the transaction to be allocated when it is posted, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). The transaction can be allocated only if you created an allocation record for the account. See the **Allocations** chapter in the *General Ledger User’s Guide* for information about establishing and updating allocation records.
9. Select the **Cash Flow Transaction** check box (enter **Y** in text mode) to include the transaction in the activity reported in GL Cash Flow reports; otherwise, clear the box (enter **N** in text mode).

Inquiry

10. Enter the **Job ID** of the job you want to adjust. You cannot leave this field blank.

Inquiry

11. Enter the **Phase ID** of the phase you want to adjust. If you leave this field blank, the amount you entered must be an amount billed.

Inquiry

12. Select **B** in the **Type** field if you want to bill for the job without assigning the bill to a part of the job.
13. Press **Enter** to accept the **Fiscal Year** default or enter a different year. The fiscal year is brought over from the **FYEARx** table.
14. Use the **Proceed (OK)** command to save your entries.

15. Use the **Exit (F7)** command to exit to the **Line Entry** screen. If you have transactions on file or when you are finished entering transactions, the **GL Job Journal Entry** screen appears.

[illegible]

16. Use the commands to work with the information on the screen:
 - Press **Enter** to edit an existing unwritten transaction entry. The information appears in an Edit Line screen.
 - Press **A** to add another transaction entry. The Append Line screen appears.
 - Press **L** to toggle the **Cash Alloc** flag for the selected entry on and off.
 - Press **O** to toggle the default allocations setting on and off.

When it is on, the **Allocate** field is automatically selected (or set to **Y**) on the Append Transaction screen when you enter new transactions to automatically allocate them to the appropriate accounts.

-
- Press **W** to write the transactions to the **GLJRxxx** file.
 - Press **P** to print the unwritten transactions journal. See “Output the Report” on page 1-72 for more information on producing the journal.

Change Order Entry

Use the **Change Order Entry** function to enter changes to the work specified in the contract and entered using the **Jobs and Phases** function. You can change the contract price and the estimated costs by job and phase.

Before you enter a change order, you can print the **Change Order Detail Report** to check the change order history on a job. When you enter the change order, you can print it and then post it to the job.

1. Select the **Change Order Entry** function from the **Change Order Processing** submenu of the **Adjustments and Change Orders** menu. An empty **Change Order Entry** screen appears.

Inquiry

2. Enter the **Job ID** of the job you want to adjust. Once you select a **Job ID**, related information appears on the screen.

Change Order Entry

Commands Edit Modes Other Scroll Commands Help

Job ID: 91-135 Description: WESTERN OAKS LOT 5A
Contract No: 3345-72 Contract Date: 04/29/2003

Customer: SUNSHINE HOMES, INC.
Addr 1: 1000 OCEAN BOULEVARD
Addr 2:
City: MIAMI
State: FL Zip Code: 33333-4323

Original Contract \$: 14930.00
Prev Change Order \$: -242.50
Curr Change Order \$:
Revised Contract \$: 14687.50

Attention: Jack Russell
Change Order No:
Change Order Date: 07/24/2003
Reference:

(H)old,(R)elease H

Entry	Description	Billing	Cost	Type	CO Amt	Est Cost

Enter=edit Append View Header Next Job Goto

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-
3. In the **Attention** field, enter the person or department to which you want to send the change order.
 4. Enter the **Change Order Number** you want to assign to the job or leave the field blank.
 5. Press **Enter** to accept the default **Change Order Date** or enter a different date to associate with the change order.
 6. Enter a **Reference** description for the change order or leave the field blank.
 7. Select **R** if the change order is released (approved) and ready to be posted to the job. Select **H** if the change order is held (has not been approved) and should not be posted.
 8. Use the **Proceed (OK)** command to save the change order header information.

The scrolling region appears and the available commands are listed at the bottom of the screen.

9. Use the arrow keys to select the line item with which you want to work, then use the commands to perform tasks:
 - Press **Enter** to edit the selected entry. The Edit Entry screen appears.
 - Press **A** to add lines to this change order. The Append Entry screen appears.
 - Press **V** to view detailed information about the selected line. Use the **Proceed (OK)** command to return to the Change Order Entry screen.
 - Press **H** to edit existing information on the change order header. You can change the **Attention**, **Change Order No**, **Change Order Date**, **Reference**, and **(H)old, (R)elease** fields.
 - Press **N** to return to the **Job ID** field to enter a change order for a different job.

Append/Edit Entry Screen

When you edit or append an entry, the following screen appears:

1. Enter a **Description** or reason for the contract change.

Inquiry

2. If needed, enter the vendor ID of the **Subcontractor**. You must set up the vendor as a subcontractor in Accounts Payable before you select it.
3. In the **CO Amount** field, enter the amount of the change for which you are billing the customer. If you want the amount subtracted rather than added, enter a negative number.

Inquiry

4. If you bill by phase, enter the phase ID to which the change order is being billed. If you want to bill to the job, leave this field blank.

-
5. If you use AIA invoicing to bill for this job, enter an **AIA Seq #** for the change order. A line item is created in the **AIA Set Up Schedule** and **Application Entry** functions when you post the change orders.

Inquiry

6. In the **Cost Phase** field, enter the phase ID to which the cost of the change order is added.

Inquiry

7. Enter the **Cost Code** that the change order affects. Leave the field blank if no cost amount will be associated with the change order.
8. Enter the **Cost Amount** of the change order. If you want the amount to be subtracted rather than added, enter a negative number.
9. When you finish, use the **Proceed (OK)** command to save your entry. Enter another change order or use the **Exit (F7)** command to exit to the **Change Order Entry** screen.

Print Change Orders

Use the **Print Change Orders** function to print copies of the change orders for the customer or for internal use.

You can print change orders for a range of jobs or for just one. You can elect to print them with or without estimate costs, and you can elect to print released change orders, held change orders, or both.

Your company name and address are taken from the **Company Information** function on the Resource Manager **Company Setup** menu.

1. From the **Change Order Processing** submenu, select **Print Change Orders**. The **Print Change Orders** screen appears.

Print Change Orders

Commands Edit Modes Other Help

Pick Job ID From [] Thru []

☒ Without Estimate Cost
☐ With Estimate Cost

☒ Release Only
☐ Hold Only
☐ Both

Company Info: **Builders Supply**
1157 Valley Park Dr
Shakopee, MN 55379
(952)496-2465

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Inquiry

2. Enter the **Job ID**. There are several ways to select a range of information for a report. For more information, see “Selecting a Range of Information” on page 1-71.

-
3. Select **Without Estimate Cost** if you do not want to print the estimated cost; otherwise, select **With Estimate Cost**.
 4. Select the change orders you want to include:
 - **Release Only** to print the released (approved) change orders. Choose this option to view the entire financial situation, including changes that have been taken into account.
 - **Hold Only** to print the held (not approved) change orders. Choose this option if you want to present proposed changes to someone as an indication of how it would affect the budget.
 - **Both** to print both released and held change orders for a job.
 5. Select how you want to output the change orders. For more information on the steps required when selecting an output device, see “Print the Report” on page 1-73.

After printing the change orders, the **Change Order Processing** menu appears.

A sample Change Order report—printed with estimate costs—is shown below.

Change Order (With Estimate Cost)

Builders Supply			
Change Order (With Estimate Cost)			
=====			
To: SUNSHINE HOMES, INC.		C.O. No.: 44444	
1000 OCEAN BOULEVARD		C.O. Date: 08/07/2003	
MIAMI FL 33333-4323		Job ID: 91-135	
Attn: Jack Russel			
Ref.:			
Job Name: WESTERN OAKS	LOT 5A		
Change Order Description		Add	Deduct
-----		----	-----
Post billing to 01SITE	AIA phas	\$55.32	
Post cost to 01FOUN Material	\$56.21		
Post billing to 01FOUN	AIA phas	\$32.00	
Post cost to 01FOUN Material	\$24.00		
Totals		\$87.32	

Original Contract:	\$ 15,366.00		
Previous Revisions:	\$ (109.50)		
Current Changes:	\$ 87.32	Est Cost:	\$80.21
Revised Contract:	\$ 15,343.82		

Post Change Orders

The **Post Change Orders** function posts released change orders to the Detail History and Jobs master files. Held change orders are not posted. Use this function to verify that a change order has been printed and approved before posting it.

1. From the **Change Order Processing** submenu, select **Post Change Orders**. The **Post Change Orders** screen appears.

Post Change Orders

Commands Edit Modes Other Help

Has Change Order entry been completed? ☒

Have you:

-- Printed the Change Order Form?

-- Made a backup copy? ☒

GL Period

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2. If you haven't finished change order entry, press **F7** to exit and finish your entries. If you are finished, select the check box (or enter **Y** in text mode).
3. If you have not printed the change order or backed up your data files, leave the check box clear (or enter **N** in text mode). You are returned to the **Change Order Processing** screen. If you have done these things, select the check box (or enter **Y** in text mode).

Do not post a change order until you have printed it. Backing up your files prevents loss of data from unforeseen problems such as power surges or failures. Once you select an output device and press **Enter**, you cannot undo the post process.

4. If CJC interfaces with General Ledger, the **GL Period** that corresponds to the system date appears. The GL period is taken from the Resource Manager **Period Setup** function. Press **Enter** to use the period and year or enter the GL period to which you want to post the change orders. The GL period and year are posted to the Detail History file.
5. Select how to output the log. For more information on the steps required when selecting an output device, see “Print the Report” on page 1-73.

After the post is finished, the **Change Order Processing** menu appears.

A sample Post Change Orders posting log is shown below.

Post Change Orders Posting Log

7/17/2003 10:24 AM	Builders Supply Post Change Orders	Page 1
POST CHANGE ORDERS TO JOB	32,750.00	
POST ESTIMATE COST TO JOB	5,133.00	
POST ESTIMATE ITEMS TO AIA JOB00	

Change Order Detail Report

The **Change Order Detail Report** lists the history of the change orders that have been posted. The information comes from the Detail History file.

1. From the **Change Order Processing** submenu, select **Change Order Detail Report**. The **Change Order Detail Report** screen appears.

Change Order Detail Report

Commands Edit Modes Other Help

Job ID From 91-135 Thru 91-135

Phase ID From 01FOUN Thru 02FRAM

Source Code From Thru

Date From Thru

Fiscal Year From Thru

GL Period From Thru

Print:

☐ Posted

☐ Unposted

☒ Both

Select:

Page Break on New Job? ☐

Company: H 10/08/2003 Terminal: T000 OVR

Inquiry

2. Use the **From** and **Thru** fields to select and define what information you want to view and how you want it to appear on the report. For more information, see “Selecting a Range of Information” on page 1-71.
3. Select the change orders you want to include (these selections appear only if the **Direct Post to Master** option is set to **NO**):
 - **Posted** to print only the posted change order details. Choose this option to view the entire financial situation, including changes that have been taken into account.

-
- **Unposted** to produce only the non-posted change order details. Choose this option if you want to present proposed changes to someone as an indication of how it would affect the budget.
 - **Both** to print all change order details for the selected jobs.
4. Select the check box (enter **Y** in text mode) to start a new page for each job. To print all jobs in a continuous list, leave the check box empty (enter **N** in text mode).
 5. Select how you want to output the report. For more information, see “Print the Report” on page 1-73.

After the report is produced, the **Change Order Processing** menu appears.

A sample **Change Order Detail Report** (with both posted and unposted detail) is shown below.

Change Order Detail Report

7/17/2003 10:39 AM		Builders Supply Change Order Detail Report (Posted & Unposted Details)				Page	1
Job ID: ABCLRN							
Phase	Src Ref	Description	Change Order No.	Change Order Amount	Date	GL Year & Period	
ID							
01SITE	CJ 01SITE	DELAY OF CONSTRUCTION DUE TO	153	1500.00	06/22/03	03-06	
01SITE	CJ 01SITE	NEW CONSTRUCTION PERMITS	153	500.00	06/22/03	03-06	
Job Total:				2000.00			
JOB ID: ABI001							
02CONS	CJ 02CONS	DELAY DUE TO LUMBER SHIPMENT	164	200.00	07/01/03	03-07	
Job Total:				200.00			
JOBID: ABJ001							
01SITE	CJ 01SITE	DELAY OF STONE SHIPMENT	164	600.00	07/01/03	03-07	
Job Total:				600.00			
JOB ID: AUT001							
01SITE	CJ 01SITE	DELAY DUE TO BANK FIN.	186	200.00	07/06/03	03-07	
Job Total:				200.00			
Grand Totals				3000.00			
*** End of Report ***							

Cost Reports

6

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Overview

Cost Reports provide information about your costs. Use the reports to measure where you are cutting costs and where you need to improve efficiency and effectiveness. You can produce summaries that compare estimated costs with actual costs, show totals by job, division, and phase, and calculate unit costs. You can also produce reports that show details of invoices charged to jobs and payroll information for employee activity.

The JTD Cost Summary Report provides details of completed jobs, jobs in process, new jobs, or all jobs. Use the report as a quick reference. You can organize the costs of jobs by the name of the job, phase, or manager for easy look up later.

The JTD Cost Summary List provides a summary of the job costs. Use the report to get a general idea of your financial commitments. The difference between the JTD Cost Summary List and JTD Cost Summary Report is that the report provides information sorted by job, phase, or manager ID, while the list provides information sorted by job ID.

The Cost Detail Report and Cost Detail Report by Period are similar. You can use either report if you are planning a budget and need to determine which jobs are most cost-effective.

The Cost Detail Report is most useful when you want to list cost information associated with an obscure attribute. For example, if you suspect that jobs which were done in one general ledger period cost substantially more than jobs which were done in a different general ledger period, you could use the Cost Detail Report function to produce reports for each period for comparison.

The Cost Detail Report by Period is most useful when you want to break down cost information by job progress rather than by a characteristic that does not change, such as source code or GL period. For example, you could produce this report if you wanted a list of the jobs that are in process on the system date.

The Unit Cost Report lists the uses and variances of the estimated and actual number of units of measure defined for phases in the **Jobs and Phases** function. (See “Jobs and Phases” on page 9-5 for more information.) This report is valuable when you want to see the physical progress of the job and the quantity of work produced so far, to make sure you are keeping to the budget, or to use when planning budgets.

Printing a Cost Report

You produce all cost reports in the same way. Use the instructions below to print a cost report, modifying the procedure as necessary for the report you are printing. For example, if the screen for the report you want to print does not contain check box options, ignore that step and continue to the next.

1. Select the report you want to print from the **Cost Reports** menu. The selection screen for that report appears. The JTD Cost Summary Report screen is shown below as an example.

The screenshot shows the 'JTD Cost Summary Report' window. It features a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main interface includes input fields for 'Job ID', 'Phase ID', and 'Manager ID', each with 'From' and 'Thru' sub-fields. To the right, there are two 'Print:' sections. The first 'Print:' section has radio buttons for 'Job ID' (selected), 'Phase ID', and 'Manager ID'. The second 'Print:' section has radio buttons for 'Completed Jobs' (selected), 'Jobs In Process', 'Jobs Not Yet Started', and 'All of the above'. A 'Select:' section contains checkboxes for 'With Cost Details?' (checked), 'With Division Totals?' (unchecked), 'Include Committed Cost?' (unchecked), and 'Suppress Zeros?' (checked). The bottom status bar displays 'Company H 05/06/2003 Terminal T000 OVR'.

Inquiry

2. Select the range of information to include in the report in the **From** and **Thru** fields. The **Inquiry (F2)** command is usually available for these fields to let you select beginning and end range values from the list that appears.

Leave these fields blank to include all values in the report.

3. If the screen contains entry fields (for example, for entering date or fiscal year ranges), enter the appropriate values to use when printing the report.

-
4. If the screen contains **Print By** options that control how information is organized in the report (by job ID, for example), select the option to use to sort the information. You can select only one option.
 5. If the screen contains **Print** options that control which types of jobs appear on the report (to include only jobs in process, for example), select the option to include that job type in the report. You can select only one option.
 6. If the screen contains additional print options that control whether posted or unposted transactions (or both) appear in the report, select the option to use:
 - Select **Posted** to view the entire financial situation, including changes that have been taken into account.
 - Select **Unposted** to include only the unposted cost details for the selected jobs. Choose this option if you want to check your work.
 - Select **Both** to include all cost details for the selected jobs.

These selections appear only if the **Direct Post to Job Master** option is set to **NO** in the **Options and Interfaces** function on the Resource Manager **Company Setup** menu.

7. If the screen contains check box or Yes/No options that control how additional information appears on the report (for example, whether to use page breaks or to include specific detail), select the check box (or enter **Y** in text mode) to print that information. Clear the check box (or enter **N** in text mode) if you do not want to use that option when printing the report.
8. Select the output device to produce the report. See “Output the Report” on page 1-72 for more information. After the report is produced, the **Cost Reports** menu appears.

JTD Cost Summary Report

The JTD Cost Summary Report provides estimated and actual costs and variances (actual and calculated percentage of the job cost) for the cost codes of the phases and jobs you select. Produce it to make sure you are keeping within your budget or for help in planning budgets and preparing bids and estimates.

The information in this report comes from the Jobs file (**CJBSx**) and the Detail History file (**CJHlx**).

You can produce the report for jobs that are completed, in process, not started, or for all jobs. You can include cost totals for the phases, division totals, committed costs from purchase orders, or any combination of these totals and costs.

Sample Report

10/09/2003 12:41 PM		Builders Supply JTD Cost Summary Report With Cost Detail, Suppress Zero By Job ID						Page 1	
Job ID	Phase	Manager	Job Description	Cost Type	Estimate	Actual	Variance	%	
			----- C o s t s -----						
			Src Ref. # Description						
			Date Amount						
93-A04		LAIRD	CITY OF FRIENDSWOOD						
			TOTAL \$.00	.00	.00	0	
93-A04	01FOUN	LAIRD	CITY OF FRIENDSWOOD						
			Labor Hrs		250.00	48.00	202.00-	81-	
			Labor \$		2590.00	642.28	1947.72-	75-	
			Material \$		1521.00	1350.65	170.35-	11-	
							PO BOR001 Electrical Package	10/03/03	1030.65
			Equipment \$		1000.00	250.00	750.00-	75-	
			Overhead \$		670.00	244.30	425.70-	64-	
							PO BOR001 Calculated Overhead	10/03/03	103.07
			Subcont. \$		2400.00	.00	2400.00-	100-	
			Burdens		.00	154.28	154.28	0	
			Fee/Permit		500.00	200.00	300.00-	60-	
	FOUNDATION		TOTAL \$		8681.00	2841.51	5839.49-	67-	
93-A04	01SITE	LAIRD	CITY OF FRIENDSWOOD						
			Labor Hrs		50.00	26.00	24.00-	48-	
			Labor \$		1000.00	330.92	669.08-	67-	
			Material \$.00	46.00	46.00	0	
			Equipment \$		1200.00	1150.60	49.40-	863	
							PO ACE001 Plumbing Package	10/06/03	1150.60
			Overhead \$		220.00	1192.77	972.77	442	
							PO ACE001 Calculated Overhead	10/06/03	227.53
							PO ACE001 Calculated Overhead	10/06/03	907.53
			Burdens		.00	80.60	80.60	0	
	SITE PREPARATION		TOTAL \$		2470.00	2826.89	356.89	445	

JTD Cost Summary List

The JTD Cost Summary List shows the total costs to date for the jobs, phases, and managers you select. You can produce the report for jobs that are completed, in process, not started, or for all jobs. You can include subtotals of the job cost by phase and by division.

The information in this report comes from the Jobs file (**CJBSx**).

Sample List

10/09/2003 1:14 PM		Builders Supply JTD Cost Summary List								Page 1	
Job ID	Phase ID	Labor	Material	Equipment	Overhead	Misc.	Subcont.	Burdens	Equip Rental	Fee/Permit	* Total *
91-13501	FOUN	3691.92	13324.67	2061.30	270.39	74.00	6297.80	116.02	.00	368.00	26204.10
91-13501	SITE	747.50	24047.32	252.00	25.20	1000.00	5445.18	523.25	82.00	20.00	32142.45
91-13502	ELEC	.00	25.00	95.00	.00	7352.71	3509.23	74.92	.00	.00	11056.86
91-13502	FRAM	772.50	3673.05	.00	239.13	1325.00	.00	31.77	100.00	50.00	6191.45
91-1351		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
91-135*	TOTAL	5211.92	41070.04	2408.30	534.72	9751.71	15252.21	745.96	182.00	438.00	75594.86
93-A0401	FOUN	642.28	1350.65	250.00	244.30	.00	.00	154.28	.00	200.00	2841.51
93-A0401	SITE	330.92	46.00	11550.60	1192.77	.00	.00	80.60	.00	.00	13200.89
93-A0402	ELEC	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
93-A0402	FRAM	.00	.00	.00	.00	.00	.00	20.07	.00	.00	20.07
93-A04*	TOTAL	973.20	1396.65	11800.60	1437.07	.00	.00	254.95	.00	200.00	16062.47
M9050	BOND	343.55	3682.22	.00	402.58	.00	.00	.00	.00	600.00	5028.35
M9050	DEM	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
M9050	EMT12	.00	350.00-	.00	35.00-	.00	.00	.00	.00	.00	385.00-
M9050	*TOTAL	343.55	3332.22	.00	367.58	.00	.00	.00	.00	600.00	4643.35
GRAND TOTAL		6528.67	45798.91	14208.90	2339.37	9751.71	15252.21	1000.91	182.00	1238.00	96300.68
*** End of Report ***											

Cost Detail Report

The Cost Detail Report shows the detail of the transactions that affect cost fields. The detail consists of the source and description of the transaction, transaction amount, and transaction dates.

The information in this report comes from the Jobs and Job Detail History files.

Since the detailed information is erased when you delete completed jobs or detail history, print this report before you use the **Delete Jobs** function (see “Delete Jobs” on page 9-37 for more information).

Sample Report

10/09/2003		Builders Supply								Page 3	
1:22 PM		Cost Detail Report (Posted & Unposted Details)									
Job ID: 93-A04		CITY OF FRIENDSWOOD									
Phase ID	Cost Type	Post Src Ref	Description	Remark	Quantity	UOM	Unit Cost	Extended Amount	Date	GL Year & Period	
01FOUN	Material	PO BOR001	Electrical Package	1	3.0000	PKG	343.5500	1030.65	10/03/03	03-10	
01FOUN	Material	<cost type total>			3.0000			1030.65			
01FOUN	Overhead	PO BOR001	Calculated Overhead		1030.6500	PKG	0.1000	103.07	10/03/03	03-10	
01FOUN	Overhead	<cost type total>			1030.6500			103.07			
01FOUN		<<phase total>>			FOUNDATION			1133.72			
01SITE	Equipment	PO ACE001	Plumbing Package	43-11704	10.0000	PKG	907.5300	9075.30	10/06/03	03-10	
01SITE	Equipment	PO ACE001	Water Heater	43-11704	10.0000	EA	227.5300	2275.30	10/06/03	03-10	
01SITE	Equipment	<cost type total>			20.0000			11350.60			
01SITE	Overhead	PO ACE001	Calculated Overhead		9075.3000	PKG	0.1000	907.53	10/06/03	03-10	
01SITE	Overhead	PO ACE001	Calculated Overhead		2275.3000	EA	0.1000	227.53	10/06/03	03-10	
01SITE	Overhead	<cost type total>			11350.6000			1135.06			
01SITE		<<phase total>>			SITE PREPARATION			12485.66			
Job 93-A04 Total: CITY OF FRIENDSWOOD								13619.38			
<----- Job Cost Recap for 93-A04 ----->											
Material					3.0000			1030.65			
Equipment					20.0000			11350.60			
Overhead					12381.2500			1238.13			

Cost Detail Report by Period

The Cost Detail Report by Period shows the total costs associated with selected jobs for a period or a range of periods. You can produce the report for jobs that are completed, in process, not started, or for all jobs.

Sample Report

10/09/2003		Builders Supply									Page 1	
1:31 PM		Cost Detail Report by Period										
For All GL Periods (Posted & Unposted Details)												
Job ID	Phase ID	Labor	Material	Equipment	Overhead	Misc.	Subcont.	Burdens	Equip Rental	Fee/Permit	* Total *	
91-13501	FOUN	.00	3286.30	1030.65	103.07	.00	4466.15	.00	.00	.00	8886.17	
91-13501	SITE	.00	4783.89	57.00	5.70	.00	5445.18	.00	.00	.00	10291.77	
91-13502	ELEC	.00	25.00	.00	.00	7352.71	.00	.00	.00	.00	7377.71	
91-13502	FRAM	.00	343.55	.00	.00	.00	.00	.00	.00	.00	343.55	
91-1351		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
91-135	*TOTAL	.00	8438.74	1087.65	108.77	7352.71	9911.33	.00	.00	.00	26899.20	
93-A0401	FOUN	.00	1030.65	.00	103.07	.00	.00	.00	.00	.00	1133.72	
93-A0401	SITE	.00	.00	11350.60	1135.06	.00	.00	.00	.00	.00	12485.66	
93-A0402	ELEC	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
93-A0402	FRAM	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
93-A04	*TOTAL	.00	1030.65	11350.60	1238.13	.00	.00	.00	.00	.00	13619.38	
M9050	BOND	343.55	2534.20	.00	287.78	.00	.00	.00	.00	.00	3165.53	
M9050	DEM	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
M9050	EMT12	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
M9050	*TOTAL	343.55	2534.20	.00	287.78	.00	.00	.00	.00	.00	3165.53	
GRAND TOTALS		343.55	12003.59	12438.25	1634.67	7352.71	9911.33	.00	.00	.00	43684.10	
*** End of Report ***												

Unit Cost Report

The Unit Cost Report shows the uses and variances of the estimated and actual unit quantities you defined in the **Jobs and Phases** function (see “Jobs and Phases” on page 9-5 for more information). You can produce the report for jobs that are completed, in process, not started, or for all jobs.

The report provides information about each job with its unit of measure, quantity, and percentage complete. You can express the unit cost as a sum for the job, or you can break down the costs by phases and divisions.

Print the Unit Cost Report to see the physical progress of the job and the quantity of work produced so far, to see if you are keeping within your budget, and to use when you plan budgets and prepare bids and estimates.

Sample Report

10/09/2003			Builders Supply						Page 1	
1:53 PM			Unit Cost Report							
Job ID	Phase ID	Description	Unit of Measure	Q u a n t i t y		%	----- Cost -----		--- Unit ---	Cost ---
				Estimated	To Date	Comp	Estimated	To Date	Estimated	To Date
91-135	01FOUN	FOUNDATION	CUYD	119	115	97	3,979.21	4,204.10	33.44	227.86
91-135	TOTAL	WESTERN OAKS		119	115	97	3,979.21	4,204.10		
93-A04	01FOUN	FOUNDATION	CUYD			33	8,681.00	2,841.51		
93-A04	TOTAL	CITY OF FRIENDSWOOD				33	8,681.00	2,841.51		
M9050	EMT12	1/2" EMT CONDUIT	FT	300	300	100	825.00	385.00-	2.75	1.28-
M9050	TOTAL	NORTH HILLS HOMES		300	300	100	825.00	385.00-		
GRAND TOTAL				738	415	56	13,485.21	6,633.61		
*** End of Report ***										

Summary Job Cost for GL Periods

Use this function to view the differences between job estimates, current costs in process, and contracted amounts for the job. This report helps to identify discrepancies between costs and estimates, and can serve as a reference for similar jobs in the future. You may also use this function to provide fast information to clients on current expectations as to the completion of, and additional costs for, a job.

Sample Report

10/09/2003	Builders Supply							Page	1
2:14 PM	Summarized Job Cost for GL Periods								
	Suppress Zero								
	for All GL Periods								
JOB: 93-A04 - CITY OF FRIENDSWOOD-RECREATION CENTER									
Phase	Description	Original Contract	Change Orders	Current Estimate	Commit	Uncomm	Costs This-Per	Costs To-Date	Cost Remain.
01FOUN	FOUNDATION	0	23	8,658	0	8,681	1,134	2,842	2,819-
01SITE	SITE PREPARATION	0	67	2,353	46-	2,466	486	201	88-
02ELEC	ELECTRICAL	0	0	7,150	0	7,150	0	0	0
02FRAM	FRAMING	0	0	5,560	0	5,560	0	20	20-
	SUB-TOTALS	0	90	23,721	46-	23,857	1,620	3,063	2,927-
	JOB TOTALS	0	90	23,721	46-	23,857	1,620	3,063	2,927-

Billing Reports

7

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Overview

The Billing Reports provide information about the amounts you have received from, have billed, or intend to bill your clients. Use the reports to track which clients are providing the most revenue.

You can produce reports that show billing information by summary totals and by individual transactions. You can also produce a report that shows the amount of profit you may gain from the revenue after the applicable costs are taken into account.

The JTD Billing Summary Report provides summary billing information for a range of jobs and phases. The report lists one value for the amount billed and one value for the amount unbilled for each job. This report is useful if you want an overall picture of the revenue you have taken in or what is owed to you.

The Billing Detail Report provides information about the billings for each phase of a job or range of jobs. Use the report to review the billings if you are planning a budget and want to determine where you might want to charge more and where you need to reduce prices.

The Profit Detail Report provides the estimated and actual costs of a job, their variances, and the estimated and actual profits to date for a job. This information is valuable when assembling a competitive and profitable proposal for a bid.

Printing a Billing Report

You produce all billing reports in the same way. Use the instructions below to print a billing report, modifying the procedure as necessary for the report you are printing. For example, if the screen for the report you want to print does not contain check box options, ignore that step and continue to the next.

1. Select the report you want to print from the **Billing Reports** menu. The selection screen for that report appears. The Profit Detail Report screen is shown below as an example.

Profit Detail Report

Commands Edit Modes Other Help

Job ID From Thru

Print:

☒ Completed Jobs
☐ Jobs In Process
☐ Jobs Not Yet Started
☐ All of the above

Select:

Sort By
Include Phase Detail?
With Division Totals?
Include Variance %?
Invoice Detail?
Page Break on Job?
Posted/Unposted/Both

Job/Phase
Both

OK Abandon

Company H 05/06/2003 Terminal T000 OVR

Inquiry

2. Select the range of information to include in the report in the **From** and **Thru** fields. The **Inquiry (F2)** command is usually available for these fields to let you select beginning and end range values from the list that appears.

Leave these fields blank to include all values in the report.

-
3. If the screen contains entry fields (for example, for entering date or fiscal year ranges), enter the appropriate values to use when printing the report.
 4. If the screen contains **Print** options that control which types of jobs appear on the report (to include only jobs in process, for example), select the option to include that job type in the report. You can select only one option.
 5. If the screen contains **Sort By** options that control how information is organized in the report, select the option to use to sort the report information.
 6. If the screen contains check box or Yes/No options that control how additional information appears on the report (for example, whether to use page breaks or to include specific detail), select the check box (or enter **Y** in text mode) to print that information. Clear the check box (or enter **N** in text mode) if you do not want to use that option when printing the report.
 7. If the screen contains additional print options that control whether posted or unposted transactions (or both) appear in the report, select the option to use to print the report. You can select only one option.
 - Select **Posted** to view the entire financial situation, including changes that have been taken into account.
 - Select **Unposted** to include only the unposted cost details for the selected jobs. Choose this option if you want to check your work.
 - Select **Both** to include all cost details for the selected jobs.

These selections appear only if the **Direct Post to Job Master** option is set to **NO** in the **Options and Interfaces** function on the Resource Manager **Company Setup** menu.

8. Select the output device to produce the report. See “Output the Report” on page 1-72 for more information. After the report is produced, the **Cost Reports** menu appears.

JTD Billing Summary Report

The JTD Billing Summary Report provides summary information about the amount you bill for each job. This report is valuable if you want to cite important figures in a bid for a job, or to use as a backup in case the data becomes corrupted.

The information in this report comes from the Jobs file and the Detail History file.

Sample Report

5/06/2003 2:29 PM				Builders Supply JTD Billing Summary Report								Page 1	
ST: N=Not Started, C=Completed, I=In Process													
Job	Cust	Mngr		Contract	Revised	Billed	Contract	%	-Hours-	Last	Finish	Dates	
ID	ID	ID	ST Description	Number	Contract	To Date	Balance	Bill	Est Act	% Bill Date	Est	Act	
93-A04	LOS001	LAIRD	CITY OF FRIENDSWOOD RECREATION CENTER	502342	33700.00	.00	33700.00				04/03/03		
PHASE	01FOUN		I FOUNDATION		23.00	3000.00	2977.00-	43	250 48 19	04/29/03	05/13/03		
PHASE	01SITE		I SITE PREPARATION		67.00	2323.00	2256.00-	467	50 26 52	04/29/03	06/02/03		
Division Total			GROUNDS		90.00	5323.00	5233.00-	914	300 74 24				
PHASE	02ELEC		N ELECTRICAL		.00	.00	.00	0	0 0 0		04/01/03		
PHASE	02FRAM		N FRAMING		.00	.00	.00	0	100 0 0		06/02/03		
Division Total			INTERIOR		.00	.00	.00	0	100 0 0				
Job Total					33790.00	5323.00	28467.00	15	400 74 18				

Billing Detail Report

The Billing Detail Report provides information about the billings for each phase of a job or a range of jobs. Use the report to review the billings if you are planning your budget and want to determine where you might want to charge more and where you need to reduce prices.

The information in this report comes from the Jobs file and the Detail History file.

Sample Report

5/06/2003		Builders Supply							Page 1				
2:37 PM		Billing Detail Report (Posted & Unposted Details)											
Job ID: 91-135		WESTERN OAKS											
Phase		Post		Invoice		Unit		Extended		Invoice		GL	
ID	Src	Ref	Description	Number	Quantity	UOM	Price	Amount	Date	Year & Period			
01SITE	CJ	Adjust	ADF		0.0000		5.0000	5.00	5/03/03	03-05			
01SITE	AR	SUN001	SITE PREPARATION	91-13507	1.0000		20.0000	20.00	5/01/03	03-05			
02ELEC	AR	SUN001	MN0001WESTERN OAKS	/ELE 00002085	1.0000		200.0000	200.00	5/01/03	03-05			
Job 91-135 Total: WESTERN OAKS								225.00					
Grand Totals								225.00					
*** End of Report ***													

Profit Detail Report

The Profit Detail Report contains estimated and actual costs, revenues, and variances to date for a job or a range of jobs. Use this report to detect why and how often variances occur, or to assemble a competitive and profitable bid for a new project.

If you elect to print detail, you can see detail costs with the cost type code, vendor or employee, amount, and date. Print this to compare the estimated costs and revenues of a job with the actual costs and revenues to date.

The information in this report comes from the Jobs file and the Detail History file.

Sample Report

5/06/2003		Builders Supply						Page 1	
2:45 PM		Profit Detail Report							
ST: N=Not Started, C=Completed, I=In Process									
		----- Costs -----			--- Revenue ---			-- Profit --	
Job ID	Mngr ST Description	Estimate	Actual	Variance	Estimate	Actual	Variance	Estimate	Actual
93-A04 LAIRD	CITY OF FRIENDSWOOD				33700.00	.00	33700.00-		
PHASE 01	FOUN I FOUNDATION	8681.00	2841.51	5839.49- 67%-	23.00	3000.00	2977.00 943%	8658.00-	158.49
	100 Electrical Package			1030.65	5/03/03				
	300 Calculated Overhead			103.07	5/03/03				
PHASE 01	SITE I SITE PREPARATION	2420.00	13200.89	10780.89 445%	67.00	2323.00	2256.00 367%	2353.00-	10877.89-
	200 Water Heater			2275.30	5/06/03				
	200 Plumbing Package			9075.30	5/06/03				
	300 Calculated Overhead			227.53	5/06/03				
	300 Calculated Overhead			907.53	5/06/03				
PHASE 02	ELEC N ELECTRICAL	7150.00	.00	7150.00- 100%-	.00	.00	.00 0%	7150.00-	.00
PHASE 02	FRAM N FRAMING	5560.00	20.07	5539.93- 100%-	.00	.00	.00 0%	5560.00-	20.07-
	JOB TOTAL	23811.00	16062.47	7748.53- 33%-	33790.00	5323.00	28467.00- 84%-	9979.00	10739.47-

Periodic Processing

8

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Overview

Use the Periodic Processing functions to review the status of projects. You can check your budget projection, work in process, trial balance, periodic analysis, and accumulated overhead. It's up to you how often you produce these reports. You might produce some weekly, or you might produce everything at the end of the month.

The reports can help calculate the percent completed and the costs to complete a project, and they can provide summarized and detailed records for your audit trail.

After you review your data and produce the necessary reports, post your information to General Ledger or to the Jobs file.

Budget Projection Report

The Budget Projection Report compares a job's actual cost with its budgeted cost. Use it to check what is over or under budget, to revise estimates, or to review a project's primary completion. Produce it as part of your month-end routine.

You can produce the report for completed jobs, jobs in process, jobs not yet started, or all jobs. You can print a summary of each job, or you can produce the report with phase detail. If you list phase detail, you can subtotal the phases by division. Information from the Jobs file (**CJBSx**) is used to produce this report.

Follow these steps to produce the report:

1. Select **Budget Projection Report** from the **Periodic Processing** menu. The **Budget Projection Report** screen appears.

The screenshot shows a software window titled "Budget Projection Report". It has a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu bar is a toolbar with icons for file operations and a help icon. On the right side of the toolbar are "OK" and "Abandon" buttons. The main area of the window contains the following controls:

- Job ID: From [text box] [dropdown arrow]
- Thru: [text box] [dropdown arrow]
- Print: A group box containing four radio buttons: "Completed Jobs" (selected), "Jobs In Process", "Jobs Not Yet Started", and "All of the above".
- Primary Completion % Based On: A group box containing two radio buttons: "Input" (selected) and "Calculation from Estimate".
- Include Phase Detail? [checked checkbox]
- With Division Totals? [unchecked checkbox]

At the bottom of the window is a status bar with the text: "Company H | 07/17/2003 | Terminal T001 | OVR".

Inquiry

2. Define the **Job ID** range you want to include. For more information on defining ranges, see “Selecting a Range of Information” on page 1-71.
3. Select the job type to include in the report:
 - **Completed Jobs** have an actual finish date.
 - **Jobs In Process** have an actual start date but no actual finish date.
 - **Jobs Not Yet Started** have neither an actual start date nor an actual finish date.
 - **All of the above** includes all job types.
4. Select the type of primary completion information you want to include:
 - **Input** bases the completion percentage on percentages entered in the **Percent Complete** function. See “Percent Completion” on page 9-35 for more information.
 - **Calculation from Estimate** bases the completion percentages on calculations using estimated amounts.
5. Select the **Include Phase Detail** check box (or enter **Y** in text mode) to include the billing totals for each phase of the job; otherwise, clear the box (or enter **N** in text mode).

You can access the **With Division Totals?** check box only if you select the **Include Phase Detail?** check box (or enter **Y** in text mode).
6. Select the **With Division Totals?** check box (or enter **Y** in text mode) to include division totals (if you use divisions); otherwise, clear the box (or enter **N** in text mode).

The **With Division Totals?** field is available only if you have the **Use Phase Prefix as Division** option set to **YES** in the **Options and Interfaces** function on the Resource Manager **Company Setup** menu.

7. Select how you want to output the report. For more information on selecting an output device, see “Print the Report” on page 1-73.

After the changes orders print, the **Periodic Processing** menu appears.

Sample Report

7/17/2003			Builders Supply						Page 1		
3:07 PM			Budget Projection Report (with input %)								
Notation for % Completion: i=input, *=calculated, c=completed											
Job ID	Phase ID	Description	Budgeted Cost	Actual Cost	Remaining Budget	Percent Comp.	Under Budget	- - Current Over Budget	- - Estimate Total Cost	- At Completion Under Budget	- Over Budget
93-A04		CITY OF FRIENDSWOOD									
	01FOUN	FOUNDATION	8,681	2,842	5,839	10 i		1,973	28,415		19,734
	01SITE	SITE PREPARATION	2,420	2,201	219	0 i		13,201	2,42		
	02ELEC	ELECTRICAL	7,150	0	7,150	0 i			7,150		
	02FRAM	FRAMING	5,560	20	5,540	0 i		20	5,560		
	JOB TOTAL	23,811	5,063	18,748	4		15,194	43,545		19,734
M9050		NORTH HILLS HOMES									
	BOND	PERFORMANCE BOND	590	5,028	4,438-	30 i		4,851	16,761		16,171
	DEM	DEMOLITION	3,687	0	3,687	20 i	737		0	3,687	
	EMT12	1/2" EMT CONDUIT	825	385-	1,210	30 i	633		1,283-	2,108	
	JOB TOTAL	5,102	4,643	459	23	1,370	4,851	15,478	5,795	16,171

Work in Process Report

Print the Work-in-Process Report at the end of the monthly accounting cycle. The calculation of earned income for each job is used to make monthly adjustments to income.

The percent complete can be automatically calculated from actual and estimated cost and billing information in the Jobs file, or you can calculate and enter your own percentage (see “Percent Completion” on page 9-35 for more information).

Follow these steps to produce the report:

1. Select **Work-in-Process Report** from the **Periodic Processing** menu. The **Work-in-Process Report** screen appears.

The screenshot shows a window titled "Work in Process Report" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for various functions. The main area contains the following fields and options:

- Job ID: From [] Thru []
- Print:
 - ☒ Completed Jobs (100% completion)
 - ☐ All Jobs (Based on % input)
 - ☐ All Jobs (Based on % Calculated)
- GL Period/Year: []
- Select:
 - Print Job Description? ☐
 - Include Phase Detail? ☐
 - With Division Totals? ☐

At the bottom right, there is a status bar showing "Company H", "07/17/2003", "Terminal T001", and "QVR".

Inquiry

2. Define the **Job ID** range you want to include. For more information on defining ranges, see “Selecting a Range of Information” on page 1-71.

-
3. Select the type of job completion information you want to include:
 - **Completed Jobs (100% completion)** includes completed jobs only.
 - **All Jobs (Based on % input)** includes jobs using percentages you entered in the **Percent Complete** function (see “Percent Completion” on page 9-35 for more information).
 - **All Jobs (Based on % Calculated)** includes jobs with percentages calculated from the estimated and actual costs.
 4. Enter the **GL Period** (1-13) for which you want to produce the report.
 5. Select the **Print Job Description?** check box (or enter **Y** in text mode) to include the job description; otherwise, clear the box (or enter **N**).
 6. Select the **Include Phase Detail** check box (or enter **Y** in text mode) to include the billing totals for each phase of the job; otherwise, clear the box (or enter **N**).
 7. Select the **With Division Totals?** check box (or enter **Y** in text mode) to include division totals (if you use divisions); otherwise, clear the box (or enter **N**).

Note

The **With Division Totals?** check box is only available if you have the **Use Phase Prefix as Division** option set to **YES** on the **Options and Interfaces** function of the **Company Setup** menu within **Resource Manager**.

8. Select how you want to output the report. For more information on selecting an output device, see “Print the Report” on page 1-73.

After printing the change orders, the **Periodic Processing** menu appears.

Sample Report

7/17/2003 3:20 PM		Builders Supply Work in Process Report GL Period Ending: 7 2003										Page 1
Job ID	Phase ID	Contract Amount	Estimate Cost	Actual Cost	% Comp	Earned Income	Earned Current Profit	Earned Profit At Comp	Bill To Date	Est Cost At Comp	Bill Exceed Cost	Cost Exceed Bill
91-135	*****	15688	14630	12970	100.00	15688	2717	2717	2230	12970		13458
93-A04	*****	33700	23730	2392	10.00	3398	1005	9970		23730		3398
M9050	*****	7500	4200	215	5.12	384	169	3300	150	4200		234
GRAND TOTAL		56888	42560	15578	36.60	19469	3891	15987	2380	40900		17089
TOTAL COSTS OF:												
						Labor	3,256.92				
						Material	3,719.50				
						Equipment	645.00				
						Overhead	456.22				
						Misc.	2,325.00				
						Subcont.	3,509.23				
						Burdens	585.89				
						Equip Rental	210.00				
						Fee/Permit	870.00				
						**TOTALS	15,577.76				
*** End of Report ***												

Job Trial Balance Report

The Job Trial Balance Report summarizes job costs and income for the month-to-date, year-to-date, and job-to-date periods. Estimated costs are compared with actual total costs and the amount of the variance is calculated.

Produce the report as a summary for each job by cost type or with phase and division detail. You can summarize jobs by type, by income type, or by both. You can print the report with phases, cost types, division totals, and suppressed zero types.

Follow these steps to produce the report:

1. Select **Job Trial Balance Report** from the **Periodic Processing** menu. The **Job Trial Balance Report** screen appears.

Job Trial Balance Report

Commands Edit Modes Other Help

Job ID From Thru

☒ Cost Type Only
☐ Income Type Only
☐ Cost & Income Types

GL Period

Select:

Include Phase Detail? ☒
Print With Cost Types? ☒
With Division Totals? ☐
Suppress Zero Types? ☒
Page Break on Job? ☒

Company H 10/08/2003 Terminal T000 OVR

Inquiry

2. Define the **Job ID** range you want to include. For more information on defining ranges, see “Selecting a Range of Information” on page 1-71.

3. Select the type of information you want to view:
 - **Cost Type Only** lists cost types only (labor, material, equipment).
 - **Income Type Only** lists income types only (billing, cash).
 - **Cost & Income Types** lists both cost and income types. If you select to list both, the system calculates a profit (total income minus total cost).
4. Enter the **GL Period** (1-13) for which you want to produce the report.
5. Select the **Include Phase Detail?** check box (or enter **Y** in text mode) to include the billing totals for each phase of the job, or clear the box (or enter **N** in text mode) to list only summary job totals.
6. Select the **Print with Cost Types?** check box (or enter **Y** in text mode) to list costs by type; otherwise, clear the box (or enter **N** in text mode).
7. Select the **With Division Totals?** check box (or enter **Y** in text mode) to include division totals (if you use divisions); otherwise, clear the box (or enter **N** in text mode).

The **With Division Totals?** check box is available only if **Use Phase Prefix as Division** option is set to **YES** on the **Options and Interfaces** function of the **Company Setup** menu within **Resource Manager**.
8. Select the **Suppress Zero Types?** check box (or enter **Y** in text mode) to keep cost types with no activity out of the report, or clear the box (or enter **N** in text mode) to list all cost types.
9. Select the **Page Break on New Job?** check box (or enter **Y** in text mode) to start a new page for each job; otherwise, clear the box (or enter **N**).
10. Select how you want to output the report. For more information on selecting an output device, see "Print the Report" on page 1-73.

After printing the change orders, the **Periodic Processing** menu appears.

Sample Report

10/08/2003 3:33 PM		Builders Supply Job Trial Balance Report GL Period Ending: 9 2003							Page 1	
Job ID	Phase ID	Desc.	Cost Type	Previous Year	Period Beg. Bal.	Current Period	Year To Date	Job To Date	Estimate	Variance
91-135		WESTERN OAKS								
91-135	01FOUN	FOUNDATION								
		* Billing *		90476.00	90476.00	.00	.00	90476.00	745.00	89731.00
		Labor		3691.92	3691.92	.00	.00	3691.92	516.00	3175.92
		Material		12637.57	12637.57	.00	.00	12637.57	2066.21	10571.36
		Equipment		2061.30	2061.30	.00	.00	2061.30	250.00	1811.30
		Overhead		270.39	270.39	.00	.00	270.39	51.00	219.39
		Misc.		74.00	74.00	.00	.00	74.00	87.00	13.00-
		Subcont.		6297.80	6297.80	.00	.00	6297.80	682.00	5615.80
		Burdens		116.02	116.02	.00	.00	116.02	.00	116.02
		Fee/Permit		368.00	368.00	.00	.00	368.00	327.00	41.00
		Total Costs:		25517.00	25517.00	.00	.00	25517.00	3979.21	21537.79
		** Profit **		64959.00	64959.00	.00	.00	64959.00	3234.21-	68193.21
91-135	01SITE	SITE PREPARATION								
		* Billing *		1721.00	1721.00	.00	.00	1721.00	1619.32	101.68
		Labor		747.50	747.50	.00	.00	747.50	.00	747.50
		Material		19263.43	19263.43	.00	.00	19263.43	.00	19263.43
		Equipment		252.00	252.00	.00	.00	252.00	.00	252.00
		Overhead		25.20	25.20	.00	.00	25.20	.00	25.20
		Misc.		1000.00	1000.00	.00	.00	1000.00	.00	1000.00
		Subcont.		5445.18	5445.18	.00	.00	5445.18	.00	5445.18
		Burdens		523.25	523.25	.00	.00	523.25	.00	523.25
		Equip Rental		82.00	82.00	.00	.00	82.00	.00	82.00
		Fee/Permit		20.00	20.00	.00	.00	20.00	.00	20.00
		Total Costs:		27358.56	27358.56	.00	.00	27358.56	.00	27358.56
		** Profit **		25637.56-	25637.56-	.00	.00	25637.56-	1619.32	27256.88-

Job Periodic Analysis Report

The Job Periodic Analysis Report shows the costs and income for a job over a range of periods. Use it as an aid for estimating, as part of the month-end reports, or to review the status of a job. You can print the report with summary information only or with phase detail, and you can also elect to suppress inactive cost types. The report shows costs for the previous fiscal year and up to six individual months of the current year, and it provides the year-to-date and job-to-date totals.

Follow these steps to produce the report:

1. Select **Job Periodic Analysis Report** from the **Periodic Processing** menu. The **Job Periodic Analysis Report** screen appears.

Job ID From [] []
Thru [] []

☒ Cost Type Only
☐ Income Type Only
☐ Cost & Income Types

GL Period []

Select:
Include Phase Detail? ☒
Print With Cost Types? ☒
With Division Totals? ☐
Suppress Zero Types? ☒
Page Break on Job? ☒

Display # of Months (1-6) [3]

Company H 10/08/2003 Terminal T000 QVR

Inquiry

2. Define the **Job ID** range you want to include. For more information on defining ranges, see “Selecting a Range of Information” on page 1-71.

-
3. Select the type of information you want to include:
 - **Cost Type Only** includes cost types only (labor, material, equipment).
 - **Income Type Only** includes income types only (billing, cash).
 - **Cost & Income Types** includes both cost and income types. If you choose to list both, the system calculates a profit (total income minus total cost).
 4. Enter the **GL Period** (1-13) for which you want to produce the report.
 5. Select the **Include Phase Detail?** check box (or enter **Y** in text mode) to include the billing totals for each phase of the job. Clear the box (or enter **N**) to list only summary job totals.
 6. Select the **Print with Cost Types?** check box (or enter **Y** in text mode) to list costs by type; otherwise, clear the box (or enter **N** in text mode).
 7. Select the **With Division Totals?** check box (or enter **Y** in text mode) to include division totals (if you use divisions); otherwise, clear the box (or enter **N** in text mode).

Note

The **With Division Totals?** check box is available only if the **Use Phase Prefix as Division** option is set to **YES** on the **Options and Interfaces** function of the **Company Setup** menu within **Resource Manager**.

8. Select the **Suppress Zero Types?** check box (or enter **Y** in text mode) to keep cost types with no activity out of the report, clear the box (or enter **N** in text mode) to list all cost types.
9. Select the **Page Break on New Job?** check box (or enter **Y** in text mode) to start a new page for each job; otherwise, clear the box (or enter **N**).

10. Enter the number of months (prior to the GL Period you defined above) that you want to print in the **Display # of Months (1-6)** field.

11. Select how you want to output the report. For more information on selecting an output device, see "Print the Report" on page 1-73.

After printing the change orders, the **Periodic Processing** menu appears.

Sample Report

10/09/2003		Builders Supply							Page	1
3:42 PM		Job Periodic Analysis Report								
		GL Period Ending: 10 2003								
JOB ID	PHASE ID	COST TYPE	PREVIOUS YEAR	PERIOD 1 THRU 7	PERIOD 8	PERIOD 9	PERIOD 10	YEAR TO DATE	JOB TO DATE	
91-135		WESTERN OAKS								
91-135	01FOUN	FOUNDATION								
		* Billing *	90476.00	.00	.00	.00	.00	.00	90476.00	
		Labor	3691.92	.00	.00	.00	.00	.00	3691.92	
		Material	12637.57	.00	.00	.00	687.10	687.10	13324.67	
		Equipment	2061.30	.00	.00	.00	.00	.00	2061.30	
		Overhead	270.39	.00	.00	.00	.00	.00	270.39	
		Misc.	74.00	.00	.00	.00	.00	.00	74.00	
		Subcont.	6297.80	.00	.00	.00	.00	.00	6297.80	
		Burdens	116.02	.00	.00	.00	.00	.00	116.02	
		Fee/Permit	368.00	.00	.00	.00	.00	.00	368.00	
		Total Costs:	25517.00	.00	.00	.00	687.10	687.10	26204.10	
		** Profit **	64959.00	.00	.00	.00	687.10-	687.10-	64271.90	
91-135	01SITE	SITE PREPARATION								
		* Billing *	1721.00	.00	.00	.00	.00	.00	1721.00	
		Labor	747.50	.00	.00	.00	.00	.00	747.50	
		Material	19263.43	.00	.00	.00	4783.89	4783.89	24047.32	
		Equipment	252.00	.00	.00	.00	.00	.00	252.00	
		Overhead	25.20	.00	.00	.00	.00	.00	25.20	
		Misc.	1000.00	.00	.00	.00	.00	.00	1000.00	
		Subcont.	5445.18	.00	.00	.00	.00	.00	5445.18	
		Burdens	523.25	.00	.00	.00	.00	.00	523.25	
		Equip Rental	82.00	.00	.00	.00	.00	.00	82.00	
		Fee/Permit	20.00	.00	.00	.00	.00	.00	20.00	
		Total Costs:	27358.56	.00	.00	.00	4783.89	4783.89	32142.45	
		** Profit **	25637.56-	.00	.00	.00	4783.89-	4783.89-	30421.45-	

Accumulated Overhead Report

Overhead costs are indirect costs that cannot be assigned directly to products as expenses are incurred. Examples of overhead costs are depreciation, maintenance, material handling, taxes, and utilities. These costs are usually distributed across all jobs or phases rather than being accrued to a single job or phase.

The applied general ledger account numbers, overhead basis and rate, and overhead amount for all the phases of every job you select are compiled in the Accumulated Overhead Report. If the job or phase is complete, the work-in-process accrued amount is also shown.

Because the information in this report is erased when you post to General Ledger, print this report before you post to maintain a detailed audit trail.

1. Select **Accumulated Overhead Report** from the **Periodic Processing** menu. The **Accumulated Overhead Report** screen appears.

Accumulated Overhead Report

Commands Edit Modes Other Help

Job ID From [] []
Thru [] []

Print Cost Code Breakdown? ☒
Print Jobs With Zero Accrual? ☒

Company: H 10/08/2003 Terminal T000 QVR

Inquiry

2. Define the **Job ID** range you want to include. For more information on defining ranges, see “Selecting a Range of Information” on page 1-71.
3. Select the **Print Cost Code Breakdown?** check box (or enter **Y** in text mode) to view the cost code breakdown of the accumulated WIP; otherwise, clear the box (or enter **N** in text mode).
4. Select the **Print Jobs With Zero Accrual?** check box (or enter **Y** in text mode) to view all jobs on the report with and without accrued overhead.
5. Select how you want to output the report. For more information on selecting an output device, see “Print the Report” on page 1-73.

After printing the change orders, the **Periodic Processing** menu appears.

Accumulated Overhead Report

10/08/2003			Builders Supply					Page 1	
3:49 PM			Accumulated Overhead Report						
Job ID	Phase	Job Description	Phase Description	GL Acct	Base	Rate	Accrued	Work-in-process	Accrued
M9050	EMT12	NORTH HILLS HOMES	1/2" EMT CONDUIT	104400	Material \$.100	.00		.00
M9050	DEM	NORTH HILLS HOMES	DEMOLITION	401000	Labor \$.300	.00		.00
91-135	01FOUN	WESTERN OAKS	FOUNDATION	402000	Equipment	.100	.00		.00
91-135	01SITE	WESTERN OAKS	SITE PREPARATION	402000	Equipment	.100	.00		2316.25
91-135	02ELEC	WESTERN OAKS	ELECTRICAL	402000	All Costs	.000	.00		4200.99
91-135	02FRAM	WESTERN OAKS	FRAMING	402000	All Costs	.000	.00		7651.03
93-A04	01FOUN	CITY OF FRIENDSWOOD	FOUNDATION	402000	All Costs	.100	.00		.00
93-A04	02FRAM	CITY OF FRIENDSWOOD	FRAMING	402000	All Costs	.100	.00		.00
TOTAL FOR ACCOUNT							.00		14168.27
GRAND TOTALS							.00		14168.27
*** End of Report ***									

Post Overhead to GL

The **Post Overhead to GL** function does two things. While a job is in process, it updates the general ledger with the accumulated overhead. After a job is finished, it transfers work-in-process inventory to the finished goods inventory account.

When you post overhead to GL for jobs that are in process, the Overhead WIP account specified in the **JOBGLxxx** table is debited with the Ovhd Accum to Post amount in the Jobs file. The Applied GL account specified in the Jobs file is credited with the Ovhd Accum to Post amount.

Overhead WIP

DB

Applied GL

CR

The system then clears the **Ovhd Accum to Post** field to prepare for more entries.

When you post overhead to GL for finished jobs, the Finish Goods account specified in the **JOBGLxxx** table is debited with the Accum WIP to Post amount from the Jobs file. The Work-in-Process account specified in the **JOBGLxxx** table is credited.

<u>Finish Goods</u>	<u>Work-in-proc</u>
DB	CR

When posting is finished, the system clears both the **Ovhd Accum to Post** and **Accum WIP to Post** fields.

Before You Begin

Because unforeseen problems such as a power surge or failure can interrupt the post and result in the loss of data, back up your data files before you post.

Print the Accumulated Overhead Report (see “Accumulated Overhead Report” on page 8-21) before you post to General Ledger. Once overhead is posted to the applied general ledger accounts, all detail is lost. The Accumulated Overhead Report is your only audit trail.

Posting

1. Select **Post Overhead to GL** from the **Periodic Processing** menu. The **Post Overhead to GL** screen appears.

Be sure that you have Backed Up your data files before posting.

Have you printed the Accumulated Overhead Report? ☒

GL Period

Post To:

☒ Current Fiscal Year (2003)

☐ Last Fiscal Year (2002)

Company: H 07/18/2003 Terminal T000 OVR

2. If you have printed the Accumulated Overhead Report, select the check box (or enter **Y** in text mode) at the prompt; otherwise, clear the box (or enter **N**).
3. Press **Enter** to use the current **GL Period** (the general ledger period corresponding to the system date), or enter a different period to which you want to post the accumulated overhead.
4. Select the year to which you want to post the accumulated overhead. You can post to the current fiscal year or to the previous fiscal year.
5. Select how you want to output the posting log. For more information on selecting an output device, see “Print the Report” on page 1-73.

After you select the output device, the posting process begins. When the overhead is posted, the **Periodic Processing** menu appears.

Post Overhead to GL Log

07/18/2003		Builders Supply		Page	1
3:49 PM		Post Overhead to GL			
Amount Posted To GL Period 7					
Description GL Account		Debit	Credit		
OVHD ACCRUED	100500		53.11		
OVHD ACCRUED	104400	50.00			
OVHD ACCRUED	402000		141.23		
Overhead WIP	400000	144.34			
BALANCE		194.34	194.34		
*** End of Report ***					

Post Details to Job Master

The **Post Details to Job Master** function adds all the transactions stored in the Job Detail History file for a general ledger period and updates the appropriate actual cost types for each phase and billing-to-date field in the Jobs file.

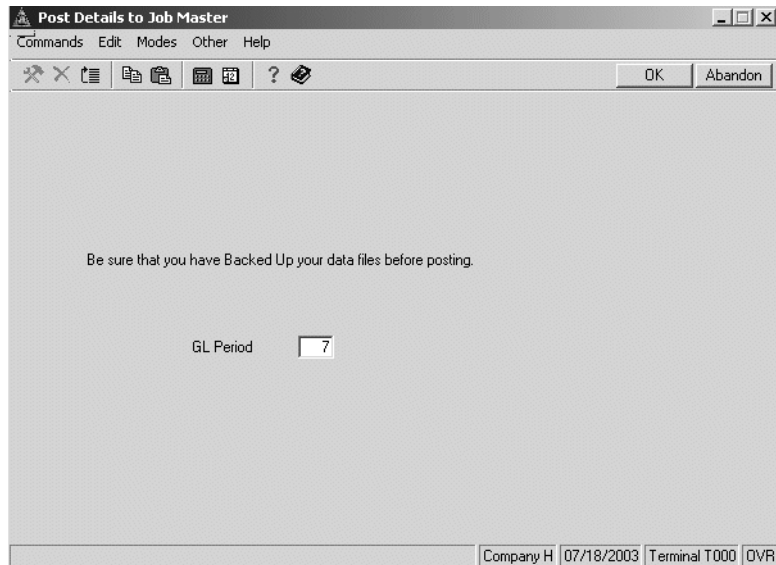
The Jobs file contains only to-date information and does not keep the month-to-month balances and history. You can post transactions for a period any number of times. However, do not post transactions for a new period until you have closed the previous period and printed all your reports. Once you begin to post information for a new month, you cannot print new reports for a previous month.

When you set up **Options and Interfaces** for Contractor's Job Cost on the **Company Setup** menu in Resource Manager, you can elect to post or not to post directly to the Jobs file. If you elect *not* to post directly to the Jobs file (which is recommended), you can enter information for a new month before closing a previous one. To print the appropriate reports and calculate the month-end journal entries, you must use the **Post Details to Job Master** function to post details for that month to the Jobs file.

If you elect to post directly to the Jobs file, you cannot use the **Post Details to Job Master** function. If you try to use it, the message **Option is Set to Post Direct to Master** appears, and you are prompted to return to the **Periodic Processing** menu.

Follow these steps to post details to the Job Detail History file:

1. Select **Post Details to Job Master** from the **Periodic Processing** menu. The **Post Details to Job Master** screen appears.



2. Enter a different period or press **Enter** to use the current **GL Period** (the period corresponding to the workstation date).
3. Select how you want to output the posting log. For more information on selecting an output device, see "Print the Report" on page 1-73.

The posting log that prints when the post is finished summarizes the transactions for various cost types for the General Ledger period.

After the post finishes and the log is produced, the **Periodic Processing** menu appears.

Post Detail to Master Log

07/18/2003	Builders Supply				Page	1
3:49 PM	Post Detail to Master					
Amount Posted To GL Period 7 2003						
Job	Phase	Type		Hours	Post	Amount
91-135	01SITE	B Billing \$.00		100.00
93-A04	01FOUN	3 Overhead \$.00		129.05
93-A04	01FOUN	5 Labor \$		88.00		1290.75
Recap By Type:						
		Labor Hrs		88.00		
		Material \$.00		
		Equip \$.00		
		Overhead \$		129.05		
		Misc \$.00		
		Labor \$		1,290.75		
		Subcont. \$.00		
		Burdens		.00		
		Equip Rental		.00		
		Fee/Permit		.00		
		Committed \$.00		
		Billing \$		100.00		

Periodic Maintenance

Use the **Periodic Maintenance** function to perform maintenance tasks on the Jobs file (**CJBSx**) and the Detail History (**CJHlx**) file in preparation for the next period or year. If you do not use this function at the end of each period or year, you risk posting information to incorrect periods.

Follow these steps to perform periodic maintenance:

1. Select **Periodic Maintenance** from the **Periodic Processing** menu. The **Periodic Maintenance** screen appears.

Periodic Maintenance

Commands Edit Modes Other Help

Have You Run The Following?

- Cost Summary Report
- Unit Analysis Report
- Job Profitability Report
- Billing Summary Report
- Work-in-Process Report
- Overhead Allocation Report
- Posted Overhead to GL
- Backed up your system
- Posted Details to Job Master (if necessary) ☒

Year / Period:

☒ Period End
☐ Year End

Company: H 10/08/2003 Terminal T000 OVR

2. If you have not performed the tasks listed, clear the check box (or enter **N** in text mode). You are returned to the **Periodic Processing** menu. After you have completed all of the items listed on the screen, select the check box (or enter **Y** in text mode).

3. Select the period of time for which you want to perform the processing:
Period End or **Year End**.

After processing completes, the **Periodic Processing** menu appears.

File Maintenance

9

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Overview

The **File Maintenance** functions are the core of Contractors' Job Cost. You can enter and delete jobs, create phases, implement and modify tables, and calculate completion percentages.

Use the **Jobs and Phases** function to create job and phase records. These records contain information such as job and phase IDs, estimated start and finish dates, worker's compensation rates, and estimated costs. To make changes after a job or phase is entered, enter transactions, and revise estimates and accrued costs, use the **Detail Adjustments** function (page 5-5), the **GL Job Journal Entry** function (page 5-7), and the **Change Order Entry** function (page 5-13). Changing job and phase data through these functions ensures correct calculation of overhead and produces an audit trail.

Divisions are used to generate phase subtotals in some reports. Divisions are created from the first two characters of the phase. If you want to use divisions for one job, you must use divisions for all jobs. To use divisions, set the **Use Phase Prefix (first 2 characters) as Division** option to **YES** in the **Options and Interfaces** function on the Resource Manager **Company Setup** menu.

Use the **Tables** function to set up and maintain the Contractors' Job Cost tables. You can set up the tables for individual companies and for all companies. You can set up one table for all the companies that are alike, and you can set up a table for each company that is different.

Use **Copy Jobs and Phases** to create a new job that is similar to an old job. You can enter a new job description, change the manager ID, and copy the estimate amounts from the original job.

The system calculates completion percentages based on estimated costs versus actual costs, or you can manually enter percentages. Use the **Percent Completion** function only if you want to enter your own completion percentages. You can enter percentages for different phases or enter one percentage for an entire job.

Use the **Delete Jobs** function to delete completed jobs from the system. You can delete the job, job detail history, and job percent records.

The **Import File to Job** function imports information (in the form of an ASCII file) from an estimate into the Jobs file. The **IMPRTx** table must contain the field positions and lengths of the ASCII file so that the information is written to the correct fields in the Jobs file. Back up your data before using this function.

Use the **Delete Detail History** function to remove detail history from a job record without deleting the job. If you have many long-term jobs, your files may be full of unnecessary history that you cannot delete through the **Delete Jobs** function (see “Delete Jobs” on page 9-37) because the jobs are in process. In this type of situation, use the **Delete Detail History** function to remove selected job and phase history based on the posting dates in the history records, regardless of whether the jobs and phases you select are complete.

Use the **Cost Types** and **Cost Codes** functions to update cost type and cost code information.

Use the **WIP Code Maintenance** to update WIP code information and the associated WIP and cost of goods sold GL numbers for each cost type.

Jobs and Phases

Use the **Jobs and Phases** function to create job and phase records. You can set up several pieces of information:

- Job and phase IDs
- Posting pieces from Payroll or Accounts Payable
- Customer billing information and invoice billed
- Estimated/actual start and finish dates and percentage complete
- Overhead information
- Worker's compensation rate specific to a job and phase
- Whether or not a job or phase requires a certified payroll
- Estimated costs

After you set up a job, change job or phase information, enter transactions, and revise estimates and accrued costs, using the **Detail Adjustments** function (page 5-5), the **GL Job Journal Entry** function (page 5-7), and the **Change Order Entry** function (page 5-13). Changing job and phase data through these functions ensures correct calculation of your overhead and produces an audit trail.

Note

When you finish setting up job and phase records, do not use the **Jobs and Phases** function to change actual balances. If you do, the job record won't match the Job Detail History file and you won't have an audit trail.

If Contractors' Job Cost interfaces with Accounts Payable/Purchase Order, Accounts/Receivable, and Payroll, the job and phase records are updated automatically when you post transactions from those applications, and you should not need to make manual job/phase adjustments.

Entering Job and Phases

Select **Jobs and Phases** from the **File Maintenance** menu. The **Jobs and Phases** screen appears.

Field	Description
-------	-------------

Inquiry

Field	Description
-------	-------------

Job ID	Enter the job ID with which you want to work.
--------	---

Inquiry

Field	Description
-------	-------------

Phase ID	Enter the phase ID with which you want to work. You can use the first two characters for the division ID if you are using major divisions for the job (see "Divisions" on page 9-21).
----------	---

	Field	Description
Inquiry	Copy From	<p>If you entered a Job ID or Phase ID that is not on file, the Copy From fields appear. If the job or phase you are adding is similar to another job or phase in the file, you can copy the information (except actual costs and dates) from the existing job and phase record.</p> <ul style="list-style-type: none"> • Enter the ID of the job record you want to copy. • If you are creating a job master record or a job without phases, enter the Job ID to copy. • If you are creating a phase record, you can copy from another phase of the job, the job record, or a different job. Enter the Job ID of the job record or phase record to copy. • If you selected a job record with phases, enter the Phase ID to copy or press Enter to copy the job master record.
	Desc 1/ Desc 2	<p>Press Enter to accept the default description in the Desc 1 field, enter a brief description of the job and phase, or edit the description you copied. You can enter up to 20 characters.</p> <p>Use the Desc 2 field to continue descriptions that do not fit in the Desc 1 field.</p>
	More	<p>If you select this check box (or enter Y in text mode), the Extra Information window appears for entering or viewing information such as the job address, names of the job foreman and architect, and the purchase order number. The information listed is defined in the NAMESxxx table. Clear the box (or enter N in text mode) to skip this window.</p>
Inquiry	Manager ID	<p>Press Enter to accept the default ID or enter a different ID for the manager associated with the job. This ID is kept only as part of the job record, not in its own file.</p>
	UOM	<p>Enter the Unit of Measure that defines the units of cost (cubic yard, linear feet, square feet). This information is paired with the quantity entered in the Detail Adjustments function (page 5-5). The two then appear in the Unit Cost Report (page 6-15).</p>

Field	Description
Pieces From	<p>If Payroll interfaces with CJC, and you want units entered on time tickets to update the Actual Units fields, select PA (or enter P in text mode). If Accounts Payable interfaces with CJC, and you want an inventory item purchase, when posted from Accounts Payable, to update the Actual Units fields, select AP (or enter A in text mode).</p> <p>Note that Accounts Receivable (or Sales Order) is not an option because these applications update billing information. The Actual Units fields pertain to goods and services you acquire to do the job or are completed for the job.</p>
Inquiry	<p>Units Inv. # Enter the Inventory item number used to update the Actual Units fields from Accounts Payable. You must interface Contractors' Job Cost with Inventory before you can post units from Accounts Payable to Contractors' Job Cost.</p> <p>You can only access this field if you enter AP in the Pieces From field.</p>
Start Date - Estimate	Press Enter to accept the default date or enter the date you plan to start the job or phase.
Start Date - Actual	This field is updated through the Detail Adjustments function. It is updated the first time you post a transaction in Payroll or Accounts Payable/Purchase Order if they interface with Contractors' Job Cost. Enter the actual start date or press Enter to skip the field.
Finish Date - Estimate	Press Enter to accept the default date or enter the date you plan to finish the job or phase.
Finish Date - Actual	Do not enter an actual finish date until you complete the job. If Accounts Receivable interfaces with Contractors' Job Cost, this field is updated when you bill customers for the completed job.
Contract No	Enter either the customer's or your own contract number.

	Field	Description
	WIP Info	Select this check box (or enter Y in text mode) to assign a WIP code to the phase; otherwise, clear the check box (or enter N in text mode).
Inquiry	Customer ID	Enter the customer ID for which you are doing the job.
	Contract Date	Press Enter to accept the current date or enter the date the contract was signed.
	Orig Contract \$	<p>Enter the amount of the original contract for the job or phase. Do not include amounts associated with change orders.</p> <p>If you enter a contract amount for the job, contract amounts you enter in the phase records add to this amount. Therefore, if you bill by job, enter a contract amount in the job record and not in the phase records. If you bill by phase, leave this field blank in the job record and enter contract amounts in each phase record.</p>
	Change Orders \$	<p>Enter the net amount of all recorded change orders. This number is added to the amount in the Orig Contract \$ field. Enter the amount as a negative to subtract it. You can also enter change orders using the Detail Adjustments (page 5-5) and Change Order Entry (page 5-13) functions.</p>
	Rev Contract \$	This amount appears as the original contract amount with the change order amount taken into account. You cannot change this amount.
	Billed to Date	Enter the gross amount billed to date, including the amount retained. Billing-to-date amounts are adjusted in the Detail Adjustments function. The field is updated when you post invoices.

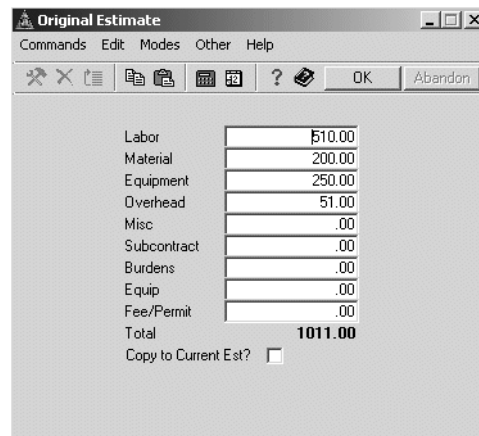
Field	Description
Last Bill Date	Enter the date you sent or are going to send the last bill, or press Enter to accept the current date. This date is updated when you post transactions in Accounts Receivable or Sales Order or when you post adjustments.
Certified PA	If a Certified Payroll has been generated for the phase, select the check box (or enter Y in text mode); otherwise, clear the box (or enter N in text mode). Most jobs for governmental entities require certified payrolls.
WC Code	<p>Enter the Worker's Compensation code for the phase.</p> <p>If Payroll interfaces with Contractors' Job Cost, the worker's compensation code entered for the phase record supersedes an employee's compensation code in the employee's salary information record for time tickets relating to the phase.</p>
Ovhd Basis	<p>Overhead costs are indirect costs that cannot be assigned directly to products as expenses are incurred. See "Accumulated Overhead Report" on page 8-21 for more information.</p> <p>This field determines what value is used to calculate the overhead applied to the phase. Press Enter to accept the existing cost code or enter one of these values:</p> <ul style="list-style-type: none"> 0 All costs 1 Material costs 2 Equipment costs 3 Labor hours 4 Miscellaneous costs 5 Labor costs 6 Subcontract costs 7,8,9 (User-Defined fields in the NAMESx table.)

Field	Description
Rate	Overhead rate is the rate at which overhead is calculated depending on either the cost to date or the number of labor hours. Press Enter to accept the default amount or enter the overhead cost applied to the value defined in the Ovhd Basis field. If you use labor hours as the basis, enter a dollar value. For other types, enter a percentage.
Inquiry	Applied GL Enter the general ledger account number to which you want to apply overhead costs.
Ovhd Accum to Post	This field accumulates the overhead (the basis amount times the rate) for the phase since the last time you posted. When you use the Post Overhead to GL function (page 8-25), this amount is credited to the applied overhead account and debited to the work-in-process account. Press Enter to accept the default amount or enter an amount. For the best audit trail, enter transactions through the Job and Phase Adjustments function and other applications, and let the system calculate this amount. This amount is cleared with every post, but keeps accumulating throughout the life of the job.
Accum WIP to Post	The total cost of the job or phase appears. This value is updated automatically as different costs are accrued. Press Enter to accept the value or enter a different number. When the job is complete and you use the Post Overhead to GL function (see "Post Overhead to GL" on page 8-25), this amount is credited to the work-in-process account and debited to the finished goods account. Then the field is set to zero.
P.O. \$ - Estimate	Enter the estimated dollar amount of purchase orders that will be written for the phase.

Field	Description
P.O. \$ - Actual	The actual dollar amount of all purchase orders issued for the phase appears. Make changes to this amount using the Purchase Order application or by using the Detail Adjustments function (page 5-5). Do not update this field directly or the job record won't match the Detail History file.
Labor Hrs - Estimate	Enter the estimated labor hours required to complete the phase.
Labor Hrs - Actual	The actual labor hours required to complete the phase appear. Make changes to this amount using the Payroll application or the Detail Adjustments function (page 5-5). Do not update this field directly or the job record won't match the Detail History file.
Units - Estimate	Enter the estimated number of units to be produced or consumed by phase completion—include change orders and revisions. You can change them through the Detail Adjustments function (page 5-5).
Units - Actual	The actual number of units produced or consumed by phase completion appears. This field is updated when you post the specified item from Accounts Payable or Payroll. You can change them through the Detail Adjustments function (page 5-5). Do not update these fields directly or the job record won't match the Detail History file.

Original Estimate

When you press **Enter** in the **Actual Units** field, the **Original Estimate** window appears.



The screenshot shows a window titled "Original Estimate" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for undo, redo, print, save, and help, along with "OK" and "Abandon" buttons. The main area contains a list of cost categories with corresponding input fields and values:

Field	Value
Labor	510.00
Material	200.00
Equipment	250.00
Overhead	51.00
Misc	.00
Subcontract	.00
Burdens	.00
Equip	.00
Fee/Permit	.00
Total	1011.00

At the bottom, there is a checkbox labeled "Copy to Current Est?" which is currently unchecked.

You can enter original estimates for the phase in this window and then transfer them to the **Cost Type** fields on the **Jobs and Phases** screen. Enter original estimates for a phase only once—when you enter the phase record. When you need to change your Cost Type estimates later, use the **Detail Adjustments** function (page 5-5). The changes are listed in the appropriate fields, while your original estimates remain unchanged.

Field	Description
Labor	Enter the original estimate of the labor cost to complete the phase.
Material	Enter the original estimate of the cost of material needed to complete the phase.
Equipment \$	Enter the original estimate of the cost of equipment needed to complete the phase.

Field	Description
Overhead \$	Enter the original estimate of the phase's overhead costs.
Misc \$	Enter the original estimate of the phase's miscellaneous costs.
Subcont. \$	Enter the original estimate of the phase's subcontract costs.
Burdens	These fields are defined on lines 1, 2, and 3 in the NAMESx table. Enter the original estimate for each cost type.
Equip Rental	These fields are defined on lines 1, 2, and 3 in the NAMESx table. Enter the original estimate for each cost type.
Fee/Permit	These fields are defined on lines 1, 2, and 3 in the NAMESx table. Enter the original estimate for each cost type.
Total	The total of the original estimates for the phase appears.
Copy to Current Est.?	If you are setting up the job for the first time, select the check box (enter Y in text mode) if you want the original estimates to be copied to the Cost Types fields on the Jobs and Phases screen; otherwise, clear the box (enter N in text mode).

Cost Types

When you finish with the **Original Estimate** window (whether or not you saved your original estimates), the **Jobs and Phases** screen reappears. Examine the **Cost Type** fields, both estimated and actual.

To change the following fields on the **Jobs and Phases** screen, use the **Detail Adjustments** (page 5-5) or **Change Order Entry** (page 5-13) functions. If you change actual balances through the **Jobs and Phases** function, the job record won't match the Detail History file, and you won't leave an audit trail. Actual costs are updated when you post from Accounts Payable/Purchase Order and Payroll.

The following table describes the data that appears in the **Cost Types** fields.

Field	Description
Labor \$ - Estimated/Actual	The current estimated labor costs, including change orders and revisions, and the current actual labor costs appear.
Material \$ - Estimated/Actual	The current estimated material costs, including change orders and revisions, and the actual amount of cost incurred to date for material appear.
Equipment \$ - Estimated/Actual	The current estimated equipment costs, including change orders and revisions, and the current actual equipment costs appear.
Overhead \$ - Estimated/Actual	The current estimated overhead costs, including change orders and revisions, and the current actual overhead costs appear.
Misc \$ - Estimated/Actual	The current estimated miscellaneous costs, including change orders and revisions, and the current actual miscellaneous costs appear.

Field	Description
Subcontract - Estimated/Actual	The current estimated subcontract costs, including change orders and revisions, and the current actual subcontract costs appear.
User-Defined Field #1 - Estimated/Actual	These fields are defined on line 1 in the NAMESx table. The current estimated and actual amounts for this cost type appear.
User-Defined Field #2 - Estimated/Actual	These fields are defined on line 2 in the NAMESx table. The current estimated and actual amounts for this cost type appear.
User-Defined Field #3 - Estimated/Actual	These fields are defined on line 3 in the NAMESx table. The current estimated and actual amounts for this cost type appear.
Total - Estimated/Actual	The current estimated total costs, including change orders and revisions, and the current actual total costs appear.

When you finish entering a phase record, check your work. Make any necessary changes or use the **Abandon (F5)** command to start again. Use the **Exit (F7)** command to return to the **File Maintenance** menu.

When everything is correct, use the **Proceed (OK)** command to save the phase record. The **Documents** screen appears.

Documents

The documents screen appears when you use the **Proceed (OK)** command on the Jobs and Phases screen. Use the screen to attach a document to a job or phase record.

There are many types of documents you can attach to jobs and phases, for example, pricing documents, customer contracts, map of the customer location, and so on.

Note: You must set up file types in Resource Manager before you can attach documents. See the *Resource Manager User's Guide* for more information.

The screenshot shows a window titled "Documents" with a menu bar (Commands, Edit, Modes, Other, Scroll Commands, Help) and a toolbar with icons for file operations and a help icon. The window displays the following information:

- Vendor ID: ACE001
- Company Name: ACE PLUMBING SUPPLY COMPANY
- Document Name list:
 - APSAMPLE.DOC
 - APSAMPLE.XLS
 - (Empty rows follow)
- Line No (002 of 002)
- Buttons at the bottom: Enter = edit, Append, View, Open document, Prev screen, Next Screen, Goto.
- Status bar at the bottom: Company H | 02/10/2003 | Terminal T000 | DVR

Use the commands to work with the documents listed on the screen:

- Press **Enter** to edit name, path, and description information for the selected document attachment.

-
- Press **A** to add a document attachment to the job or phase record.
 - Press **V** to view name, path, and description information about the selected document attachment.
 - Press **O** to launch the appropriate information and open the document.

Note

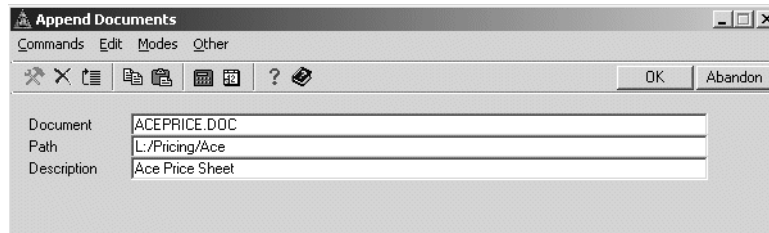
If you have problems opening a document, press **Enter** to change the direction of the slashes used in the attachment's directory path. If the directory path contains backward slashes (****), change them to forward slashes (**/**) and vice versa.

-
- Press **P** to return to the Jobs and Phases screen for the job and phase you were using previously.
 - Press **N** to return to the Jobs and Phases screen to enter a new job and phase to add or edit.
 - Press **G** to move directly to a document, then enter the document name or exit to the Documents screen. (This command appears only if you have more than one screen of attached documents.)

Attach a Document

To attach a document to a vendor record, follow these steps:

1. Click **Append** or enter **A**. The Append Documents screen appears.

The image shows a software dialog box titled "Append Documents". It has a menu bar with "Commands", "Edit", "Modes", and "Other". Below the menu bar is a toolbar with icons for file operations and a help icon. On the right side of the toolbar are "OK" and "Abandon" buttons. The main area of the dialog box contains three labeled text input fields: "Document" with the value "ACEPRICE.DOC", "Path" with the value "L:/Pricing/Ace", and "Description" with the value "Ace Price Sheet".

2. Enter the document file name and extension, the full file path, and a description of the file you want to attach to the master file record.
3. Use the **Proceed (OK)** command to attach the file.

Edit Attached Document File Information

To edit file information about attached documents, select the document and then press **Enter**. Edit the file information in the Edit Documents dialog box, then use the **Proceed (OK)** to save your changes.

To edit the document itself, select **Open document** (or press **O** in text mode) to launch the appropriate application and open the file.

Note: If you have problems opening a document, press **Enter** to change the direction of the slashes used in the attachment's directory path. If the path contains backward slashes (\), change them to forward slashes (/) and vice versa.

Delete Attached Documents

To remove a document attachment, select the attachment to delete and press **F3**. When the confirmation message appears, press **Y** to delete the attachment or **N** to return to the Documents screen. Remember that this procedure only removes the attachment from the record; it does not delete the file from its storage location.

Divisions

Divisions are used to generate phase subtotals in some reports. Divisions are created from the first two characters of the phase. If you use divisions, the phase ID must have three or more digits. For example, if you are building a business park, you might want to see a subtotal of all the costs for the lot and getting it ready. In that case, you might use the division prefix 01 for the lot, site preparation, and foundation work. You might use prefix 02 for the exterior phases, and so on.

If you want to use divisions for one job, you must use divisions for *all* jobs. To use divisions, enter **YES** for the **Use Phase Prefix (first 2 characters) as Division** option in the **Options and Interfaces** function on the Resource Manager **Company Setup** menu. If you select **NO**, no job will have divisions.

Division IDs and descriptions are not specific to a job. If you create a division ID and description, all jobs that use that ID will use the same description. Since division IDs are used only to total phases, you do not have to set up new divisions for each job.

Follow these steps to use divisions:

1. Select **Divisions** from the **File Maintenance** menu. The **Divisions** screen appears.

Division ID 02 (2 Digit Prefix of Phase)
Name INTERIOR

Company H 05/06/2003 Terminal T000 OVR

Inquiry

2. Enter the ID for the new division in the **Division ID** field.
3. Enter the description for the division ID you are entering in the **Name** field. There is room for 20 characters.
4. When finished, use the **Proceed (OK)** command to save the record. Then enter another division or use the **Exit (F7)** command to return to the **File Maintenance** menu.

Tables

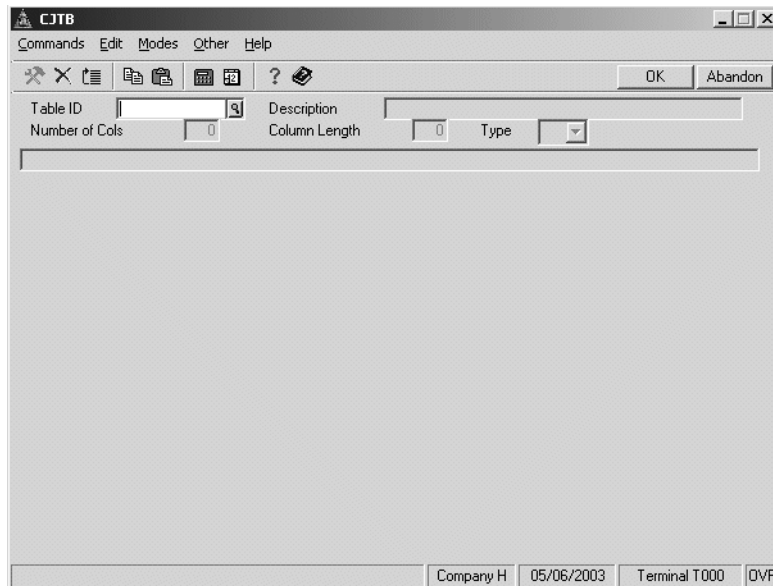
Use the **Tables** function to set up and maintain the Contractors' Job Cost tables.

For tables in this section with an xxx in the name (for example, **JOBGLxxx**), you can set up one table for all companies that are alike, and you can set up a table for each company that is different. For example, you can set up table JOBGL for companies that post to the same General Ledger accounts. For companies that post to different General Ledger accounts, you can set up table JOBGLA for company A, JOBGLB for company B, and so on.

If you delete a company-specific table, that company then uses the generic table. For example, if you delete table JOBGLA, company A will use the JOBGL table.

Follow these steps to work with tables:

1. Select **Tables** from the **File Maintenance** menu. The CJTB screen appears.



Inquiry

2. To change an existing table, enter the **Table ID**.

To set up a company-specific table, enter the **Table ID** plus a one- to three-character company ID.

To delete the table, use the **Delete (F3)** command after entering the ID.

Inquiry

3. If you entered a new table ID, the **Copy From** field appears. A set of tables comes with the sample company, Builders' Supply. You can copy the sample tables and then change the appropriate fields. To copy a sample table, enter the **Table ID**. To create a table from scratch, continue to the **Description** field.
4. Press **Enter** to accept the listed description of the table (if there is one) or enter a description.
5. If you are creating a new table, define the number of columns in the table, the length of columns, and the type of characters you can enter—alphanumeric (**A**), numeric with two decimals (**N**), numeric with three decimals (**3**), or numeric with four decimals (**4**). If you are changing or copying a table, this information automatically appears.
6. Save your changes using the **Proceed (OK)** command. Then enter another table ID or use the **Exit (F7)** command to return to the **File Maintenance** menu.

FYEARxxx

The system uses the **FYEARxxx** table when posting data to the CJC Detail History file (**CJHlxxx**). The system posts the actual transaction date as well as the fiscal period and year. If you post from Accounts Payable/Purchase Order, Payroll, or Accounts Receivable, the year is taken from that application's period table (**APPDxxx**, **PACTLxxx**, or **ARPDxxx**).

This table can be company specific, or you can set up one table for all companies. The table is used when you do periodic processing and year-end maintenance.

Once you enter the **Table ID**, the rest of the **FYEARxxx** table appears.

The screenshot shows the CJB8 software window. The 'Table ID' field is set to 'FYEAR' and the 'Description' field is set to 'FISCAL YEAR'. The 'Number of Cols' is 2 and the 'Column Length' is 12. The 'Type' is set to 'A'. Below these fields, a table is displayed with two columns. The first column is labeled 'Current Year' and the second column contains the value '2003'. The status bar at the bottom shows 'Company H', '10/09/2003', 'Terminal T000', and 'QVR'.

- The first column is the current year. Do not change this line.
- Enter the current fiscal year in the second column (yyyy). Use the calendar year in which the fiscal year began. You must update this field to the new year when you perform year-end activities.

IMPRTx

The **IMPRTx** table (x stands for the record ID from 1-9) tells the system where fields are situated in an ASCII file. The system uses these positions (**Pos**) and field lengths (**Len**) to import information from an ASCII file into the **JOBSxxx** file in order to create new phases for a job. (See “Import File to Job” on page 9-41 for more information.)

Once you enter the **Table ID**, the rest of the **IMPRTx** table appears.

Description	Pos, Len	Description	Pos, Len	Description	Pos, Len
Verification		Phase	1,6	Desc 1	8,21
Desc 2		Manager		Est Committ	29,12
Est Hours	42,9	Est Units	52,7	Est Labor	60,11
Est Material	72,11	Est Equip	84,11	Est Overhead	96,12
Est Misc	108,11	Est Subc	120,11	Est Cost 7	132,12
Est Cost 8	145,12	Est Cost 9	158,12	Contract \$	171,11
Units Inv #		UOM			

The fields in the **Description** column correspond to job and phase record fields. For example, the information you reference as **Contract \$** in the ASCII file appears in the **Contract \$** field of the job or phase record. *Do not add or delete descriptions or change the order in which they appear.*

The imported ASCII file should not contain field lengths that are larger than can be stored in the Jobs file (see “Jobs and Phases” on page 9-5). If you do not use a particular field, leave the position and length blank.

Enter the position (**Pos**) and the length (**Len**) of each field in the ASCII file. For example, if the **Contract \$** information starts at position 171 in the ASCII file and is 11 characters long, enter **171,11**.

Note

The system ignores the verification description records if they do not meet the criteria set up in the **Pos, Len** column.

JOBGLxxx Table

The system uses lines one through three of the **JOBGLxxx** table when you select the **Post Overhead to GL** function. The system also uses the Applied GL account specified in the phase record for each job. The table stores the following information:

- General Ledger work-in-process and finished goods inventory account numbers.
- General Ledger overhead work-in-process account number.
- The range of valid General Ledger accounts for Contractors' Job Cost.

If you establish a range of GL accounts specific to jobs, you can make line item entries using only accounts which meet the range you specify.

Once you enter the **Table ID**, the rest of the **JOBGLxxx** table appears.

Description	GL Acct #
Work-in-proc	400000
Finish Goods	104600
Overhead WIP	400000
Job GL From	400000
Job GL Thru	500000

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Five lines of descriptions and General Ledger account numbers appear:

- Work-in-process account
- Finished goods or completed jobs account
- Overhead work-in-process account
- Lowest and highest account numbers for Contractors' Job Cost

Note

If you have no material costs, just costs such as labor or overhead, and you want the work-in-process and overhead work-in-process amounts to reconcile when the job is completed, make the account numbers in these two fields identical.

Press **Enter** to accept the General Ledger account number that appears for an account description or enter a different account number. Leave **Job GL From** and **Job GL Thru** blank if you do not want to specify a range of GL accounts specific to jobs, which forces you to make line item entries using only those accounts that meet the range you specified.

For example, if you enter a job and phase ID for a line item in a transaction in Accounts Payable/Purchase Order, the GL account you enter must be within the range specified in the **JOBGLxxx** table. If you enter a transaction in Payroll, with a job and phase ID, the department specified must contain a GL account for the *employees' default earning code* that is within the range specified in the **JOBGLxxx** table.

Note

Do not delete lines or rearrange the account descriptions. The system treats the account on the first line as the work-in-process account and the account on the second line as the finished goods account, regardless of how you change the labels.

JOSAVxxx Table

The **JOSAVxxx** table enables you to save job cost history to an archive company when you delete a completed job. If you do not set up this table, information about a completed job is permanently erased when you delete the job.

Once you enter the **Table ID**, the rest of the **JOSAVxxx** table appears.

The screenshot shows the CJTB software window with the following fields and values:

Field	Value
Table ID	JOSAV
Description	SAVE DELETED JOB DATA TO COMPANY ID?
Number of Cols	1
Column Length	12
Type	A
Company	[Empty field]

Below the fields is a list of 12 empty rows for data entry. At the bottom of the window, there are status fields: Company H, 05/06/2003, Terminal T000, and OVR.

Enter the archive company to which you want to save the job cost history.

Then create the same company in Resource Manager and use the **Data File Creation** function on the Resource Manager **Company Setup** menu to create CJ files for that company. You can set up a company specific table, **JOSAVxxx**, or you can archive closed jobs from all companies to one file by creating a **JOSAV** (no company ID) table. When you delete closed jobs, the system archives the information to the archive company's **CJBSxxx**, **CJHlxxx**, and **CJBXxxx** files. (For more information, see the *Resource Manager User's Manual*).

NAMEsxxx Table

The **NAMEsxxx** table stores the names of the user-definable cost types and the names of the user-definable information fields. All jobs use these common names from this table. You can name three cost types (7, 8, and 9) and five extra information fields from the job record.

Once you enter the **Table ID**, the rest of the **NAMEsxxx** table appears.

The screenshot shows the CJTB window with the following details:

- Table ID:** NAMES
- Description:** CJ USER DEFINED FIELDS NAME TABLE
- Number of Cols:** 1
- Column Length:** 12
- Type:** A

The **Extra Types** section contains the following list of names:

Burdens
Equip Rental
Fee/Permit
Job Address
City/St/Zip
Job Foreman
Architect
P.O. #

At the bottom of the window, the status bar shows: Company H | 05/06/2003 | Terminal T000 | OVR

The first three lines in the **Extra Types** section of this table contain the names you want to use for cost types 7, 8, and 9 in the phase records and reports that include phase detail. Lines four through eight contain the names for the extra information fields you can use when you set up a job or phase record (see “Entering Job and Phases” on page 9-6).

These names apply to all jobs. If you change the names in the table, the names of these fields immediately change for all jobs.

OPTxxx Table

The **OPTxxx** table stores your choices for the following options: whether to interface with General Ledger, whether to use the phase prefix as the division ID, whether to post directly to the Jobs file, and whether to use original cost estimates.

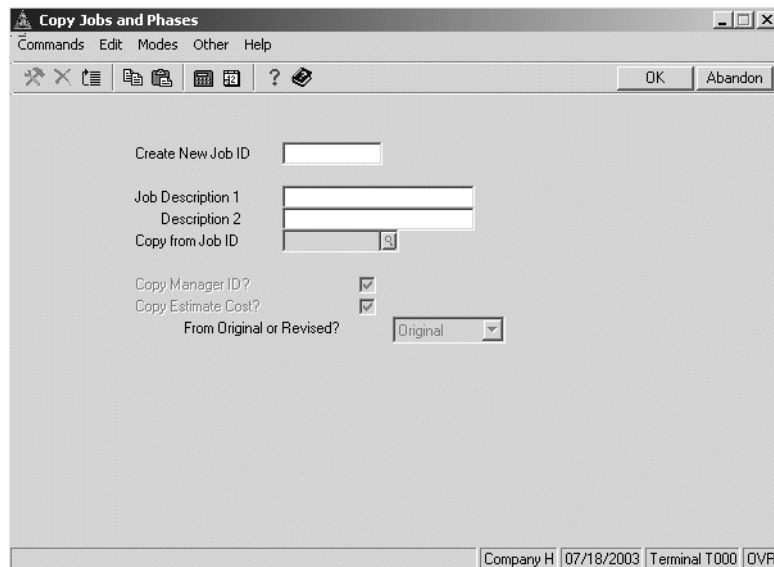
These settings are adjusted by using the **Options and Interfaces** function on the Resource Manager **Company Setup** menu (see “Options” on page 3-11). Do not change these options using the **Tables** function.

Copy Jobs and Phases

Use the **Copy Jobs and Phases** function to create a new job similar to an existing job. When you copy the job and phase from a previously defined job, the system copies all the information (including extra information) except the actual costs and dates.

Follow these steps to copy jobs and phases:

1. Select **Copy Jobs and Phases** from the **File Maintenance** menu. The **Copy Jobs and Phases** screen appears.



2. In the **Create New Job ID** field, enter an ID for the new job. You cannot enter an ID that is already on file.
3. Enter the name or description of the new job in the **Job Description 1** and **Description 2** fields. These fields hold 20 characters each.

Inquiry

4. In the **Copy from Job ID** field, enter the ID of the job you want to copy.
5. If you want to copy the manager ID, select the **Copy Manager ID** check box (or enter **Y** in text mode); if not, clear it (or enter **N** in text mode).
6. Select the **Copy Estimate Cost** check box (or enter **Y** in text mode) if you want to copy the estimated costs; otherwise, clear it (or enter **N** in text mode) and manually enter them later.
7. The **From Original or Revised** field is only active if you select the **Copy Estimate Amount** check box. Select **Original** (or enter **O** in text mode) if you want to copy original estimated amounts from the existing job to the revised estimates for the new job or select **Revised** (or enter **R** in text mode) to copy the revised estimated amounts.

Note

Original cost estimates are not affected. They are always copied from the existing job to the new job.

8. Use the **Proceed (OK)** command to copy the job information. After you have copied the job information, you can copy another job or exit to the **File Maintenance** menu.

You can let the system calculate completion percentages based on estimated costs versus actual costs, or you can manually enter percentages using the **Percent Completion** function. The percentages are used in the Budget Projection and Work-in Process reports.

Follow these steps to work with job completion percentages:

- [illegible]

Inquiry

2. Enter the **Job ID** of the job whose percentage you want to modify. When you enter the job number, the job description and totals for the estimated and actual costs and the calculated percentage from the estimated versus actual costs appear at the top of the screen.
3. Use the commands at the bottom of the screen to work with job and phase completion information:
 - Press **Enter** to edit the selected phase. Enter the completion percentage and use the **Proceed (OK)** command to approve your calculation or use the **Abandon (F5)** command to return to the scrolling region.
 - Press **N** to return to the **Job ID** field to enter another job.
 - Press **C** to copy the value in the **Calc %** field to the **Input %** field for the selected phase. When the “Press ‘PgDn to continue copy Calculate % to Input %” message appears, use the **Proceed (OK)** command to copy the value or the **Abandon (F5)** command to return to the scrolling region.
 - Press **I** to enter one percentage for the entire job, then enter the completion percentage for all phases. Use the **Proceed (OK)** command to approve your calculation or the **Abandon (F5)** command to return to the scrolling region.
 - Press **G** to jump to a specific phase. This command is available only when there is more than one screen of phase entries.

Delete Jobs

Use the **Delete Jobs** function to delete completed jobs from the system. You can delete the job (header and phases), job detail history, and job percent records. If you want to archive the job information to an archive company during the deletion process, set up the **JOSAVxxx** table (page 9-30).

The option to archive the job information to an archive company during the deletion process is intended to give you a way to view completed jobs. This option should never be used to process or modify any job and phase information.

The archived company should also have all interface options set to **NO** so that other programs do not attempt to access application files. After archiving job information, you can switch to the archived company and view old job information through File Maintenance.

Follow these steps to delete completed job information:

1. Select **Delete Jobs** from the **File Maintenance** menu. The **Delete Jobs** screen appears.

Job ID

Including: Job Master, Job Extra Info, Job Detail and Job Percent

Have you:

- Posted Details to Job Master (if necessary)?
- Printed the Accumulated Overhead Report?
- Updated Overhead to GL?
- Completed all Billings and Deleted AIA
- Printed all Job Cost and Billing
- Backed up your data? ☐

Company H 05/06/2003 Terminal T000 OVR

Note

If the **JOSAVxxx** table is set up, the following message appears: **Note: Completed Jobs and Details will be saved to Company xxx.** If the **JOSAVxxx** table is not set up or set up with an invalid company, the following message appears: **Company xxx files not available. Use Data File Creation to create them.**

Inquiry

2. Enter the **Job ID** you want to delete.

Note

You cannot delete a job that has not been deleted from AIA Invoicing, Job Invoicing, or Cost Plus Invoicing, or that does not have a finish date on file. If the job you want to delete does not have a finish date on file, the following message appears: **Cannot Delete Job Without Finish Date.**

3. If you have completed all the listed steps, select the check box (or enter **Y** in text mode) to continue with the job deletion; otherwise, clear the check box (or enter **N** in text mode) to exit to the **File Maintenance** menu.
4. When you are ready to delete the job, use the **Proceed (OK)** command. When the job is deleted, the following message appears: **Press F7 to Exit. End of Deletion.**
5. Use the **Abandon (F5)** command to return to the **Job ID** field or use the **Exit (F7)** command to return to the **File Maintenance** menu.

Import File to Job

An ASCII (American Standard Code of Information Interchange) file is a generic text file. The **Import File to Job** function imports information from an ASCII estimate file into the Jobs file. The **IMPRTxxx** table must contain the field positions and lengths of the ASCII file so that the information is written to the correct fields in the Jobs file (see “IMPRTx” on page 9-26).

Back up your data before using this function.

Follow these steps to import information to the Jobs file:

1. Select **Import File to Job** from the **File Maintenance** menu. The **Import File to Job** screen appears.

C=Create New Job, M=Merge to Existing Job

Job ID

Job Description 1

Job Description 2

Manager ID

Import from File

Use Import Table #

Default Overhead Basis

Default Overhead Rate

Company H 05/06/2003 Terminal T000 OVR

2. Select **C** (or enter **C** in text mode) to create a new job or phase or select **M** to merge the information in the ASCII file with an existing job or phase.

Inquiry

3. If you entered **C** in the previous field, enter a new **Job ID**. If you entered **M**, enter an existing **Job ID**.

4. If you entered **C** in the first field, you can enter two lines of **Job Description**.

If you entered **M**, the **Job Description** for the job you selected appears. You cannot change the description here. For information about changing fields, see “Entering Job and Phases” on page 9-6.

5. If you entered **C** in the first field, enter the job manager ID.

If you entered **M**, the **Manager ID** for the job you selected appears. You cannot change the Manager ID here. For information about changing fields, see “Entering Job and Phases” on page 9-6.

6. In the **Import From File** field, enter the name of the ASCII file you want to import. You must include the directory path.
7. The number of the IMPRTx table used to import the estimate appears in the **Use Import Table #** field. The number of the IMPRTx table is the digit that is represented by the letter x. See “IMPRTx” on page 9-26 for more information on how to set up the table. Press **Enter** to accept the table number or enter a different table number. The number of items set up for that table appears at the bottom of the screen.
8. In the **Default Overhead Basis** field, enter the overhead basis to use for creating phases. For more information on the overhead basis, see “Entering Job and Phases” on page 9-6.

0 - All Costs
1 - Material
2 - Equipment
3 - Labor Hours
4 - Miscellaneous
5 - Labor Dollar
6 - Subcontract
7,8,9 - User-Defined Cost Types

-
9. In the **Default Overhead Rate** field, enter a percent of the basis dollars or enter an amount if the basis is type **3** (labor hours).
 10. When finished, use the **Proceed (OK)** command to approve the entries. After importing information successfully, the system returns you to the **File Maintenance** menu.

Delete Detail History

Use the **Delete Detail History** function to remove detail history from a job record without deleting the job.

If you have many long-term jobs, your files may be full of unnecessary history that you cannot delete through the **Delete Jobs** function (page 9-37) because the jobs are in process. In this situation, you can use the **Delete Detail History** function to remove selected job and phase history based on the posting dates in the history records, regardless of whether the jobs and phases you select are complete.

You can delete detail history for a range of jobs and phases and for items previous to a specified date.

Note

Before using this function, print the Cost Detail Report (see “Cost Detail Report” on page 6-11 for more information on this report) for your archives and back up your data files.

Follow these steps to delete unneeded detail history:

1. Select **Delete Detail History** from the **File Maintenance** menu. The **Delete Detail History** screen appears.

The screenshot shows the 'Delete Detail History' window. It has a title bar 'Delete Detail History' and a menu bar 'Commands Edit Modes Other Help'. Below the menu bar is a toolbar with icons for undo, redo, print, save, and help. The main area contains two sections: 'Pick Job ID' and 'Phase ID', each with 'From' and 'Thru' date pickers. Below these is a label 'Remove history for items dated before' followed by a date input field. At the bottom right, there is a status bar with 'Company H', '05/06/2003', 'Terminal T000', and 'OVR'.

Inquiry

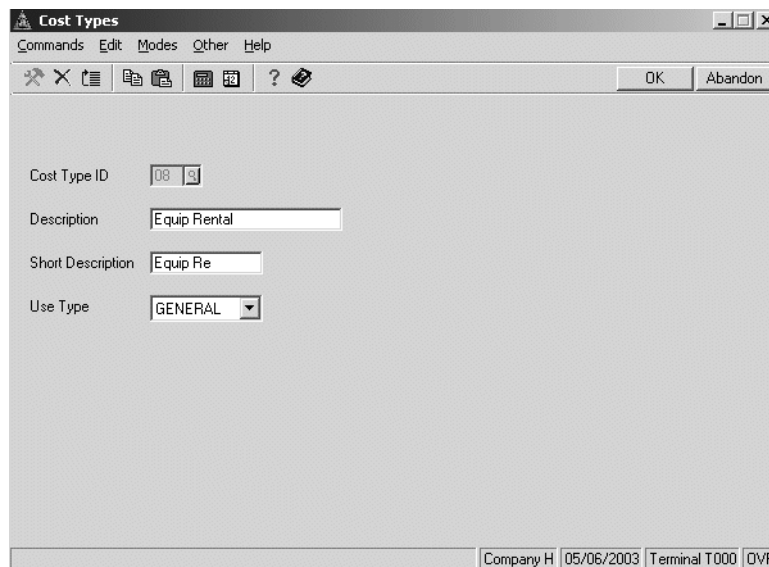
2. Define the **Job** and **Phase ID** range you want to delete. For more information on defining ranges, see “Selecting a Range of Information” on page 1-71.
3. Enter the date of the earliest record you want to keep. History records with dates before the date you enter are deleted.
4. When finished, use the **Proceed (OK)** command to approve the entries. After deleting history successfully, the system returns you to the **File Maintenance** menu.

Cost Types

Use the **Cost Types** function to modify the description and type associated with the user-definable cost types. Loaded with CJC are six industry specific cost types and the ability for you to add or modify cost types 7, 8, and 9. The cost types are kept in the **CJCTx** file. The preloaded cost types serve are Materials, Equipment, Overhead, Miscellaneous, Labor \$, and Subcontract.

Follow these steps to work with cost types:

1. Select **Cost Types** from the **File Maintenance** menu. The **Cost Types** screen appears.



Inquiry

2. Enter the **Cost Type ID** (7, 8, or 9) with which you want to work.
3. Press **Enter** to accept the default **Description** or enter a different one. If you entered an existing cost type ID, the description automatically appears.

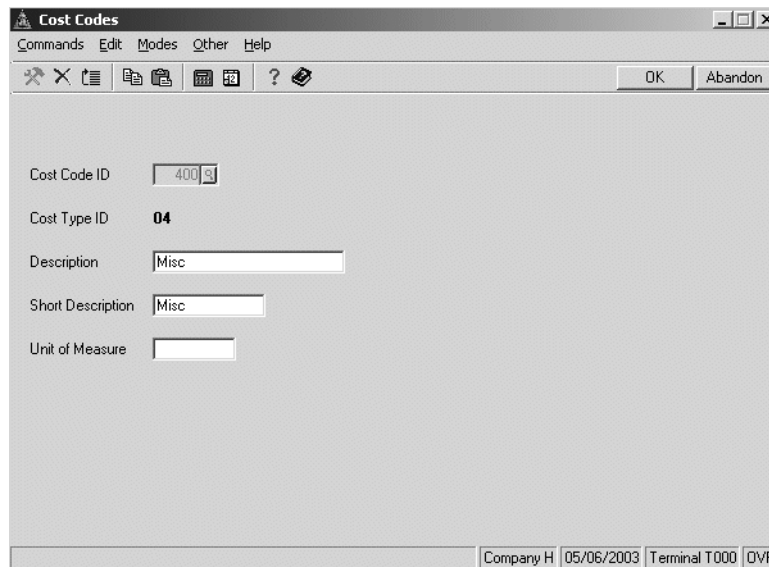
-
4. Press **Enter** to accept the default **Short Description** of the cost type or enter a different one.
 5. In the **Use Type** field, press **Enter** to accept the default **Use Type** or assign a use type to the cost type: **G** for General, **L** for Labor, and **O** for Overhead. The system uses types to distinguish between a labor cost, an overhead cost, and a general cost (neither labor nor overhead).
 6. When you use the **Proceed (OK)** command to save the cost type information, you are returned to the **Cost Type ID** field. Enter or edit information about a different cost type or use the **Exit (F7)** command to exit to the **File Maintenance** menu.

Cost Codes

Use the **Cost Codes** function with the cost types you create to better define your grouping and reporting of job costs. These codes appear in the **Inquiry** windows in AP, AR, and PA when you use the **Inquiry (F2)** command at **Cost Code** fields. The cost codes are kept in the **CJCCx** file.

Follow these steps to work with cost codes:

1. Select **Cost Codes** from the **File Maintenance** menu. The **Cost Codes** screen appears.



Cost Codes

Commands Edit Modes Other Help

Cost Code ID 400

Cost Type ID 04

Description Misc

Short Description Misc

Unit of Measure

Company H 05/06/2003 Terminal T000 OVR

Inquiry

2. Enter the **Cost Code ID** you want to add or modify. The **Cost Type ID** associated with that number appears in the **Cost Type ID** field.
3. Press **Enter** to accept the default **Description** or enter a different one.

-
4. Press **Enter** to accept the default **Short Description** of the cost code or enter a different one.
 5. Enter the **Unit of Measure** to be used for the cost code.
 6. When you use the **Proceed (OK)** command to save the cost type information, the system returns you to the **Cost Code ID** field. Enter or edit information about a different cost code or use the **Exit (F7)** command to exit to the **File Maintenance** menu.

WIP Code Maintenance

Use the **WIP Code Maintenance** function to update information about the WIP Codes and the associated WIP and Cost of Goods Sold (COGS) GL Numbers for each cost type.

Follow these steps to work with WIP codes:

1. Select **WIP Code Maintenance** from the **File Maintenance** menu. The **WIP Code Maintenance** screen appears.

Amounts are moved from the WIP account to the COGS account when you use the Post Expense to GL function.

Cost	Type	Description	WIP Acct	COGS Acct
1	01	Material	400000	400000
2	02	Equipment	400000	400000
3	03	Overhead	400000	400000
4	04	Misc	400000	400000
5	05	Labor \$	400000	400000
6	06	Subcontract	400000	400000
7	07	Burdens	400000	400000
8	08	Equip Rental	400000	400000
9	09	Fee/Permit	400000	400000

Inquiry

2. Enter the **WIP GL Code** you want to edit. Use any combination of letters and numbers. The nine cost types available appear. These cannot be changed or deleted.

Inquiry

3. Select the line you want to edit and press **Enter**.
4. Enter the WIP and COGS accounts that you want assigned to the WIP/Cost Code combination. The accounts must fall in the account ranges set up in the **JOBGL** table, if any.
5. When finished, use the **Proceed (OK)** command to approve the entries. Enter a new WIP GL code to work with or use the **Exit (F7)** command to return to the **File Maintenance** menu.

Change Fields

Use the **Change Fields** function on the **File Maintenance** menu to change any code from one value to another. The **Change Fields** function can change codes within Contractors' Job cost as well as in other applications. To produce a list of fields changed, use the **Print Log** feature.

When you select **Change Fields** from the **File Maintenance** menu, the Change Fields screen appears:

The screenshot shows the 'Change Fields' dialog box. It features a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll Commands', and 'Help'. Below the menu bar is a toolbar with icons for undo, redo, print, save, and help. To the right of the toolbar are 'OK' and 'Abandon' buttons. The main area is divided into three sections. The top section, labeled 'Header', contains a 'Field ID' text box and a 'Print Log?' checkbox (checked). The middle section is divided into two tables. The left table has columns 'Original Value' and 'New Value'. The right table has columns 'File Description', 'Time', and 'Tag'. The bottom section contains a row of buttons: 'Tab = value', 'Enter = Tag/Untag', 'Append', 'Begin code change', 'Header', 'Goto', and 'Field ID'. At the very bottom is a status bar with 'Company H', '05/06/2003', 'Terminal T000', and 'OVR'.

The screen contains three sections. The top, or **Header**, section, which includes the **Field ID** and **Print Log?** fields, is where you select the code or ID to change and whether to produce the printed log.

The lower left, or **Values**, section is where you build a list of the values you want to change by specifying the old value and the new value.

The lower right, or **Files**, section contains a list of the files that are changed in the applications you installed on your system.

Header

Inquiry

1. Enter the **Field ID** you want to change. You can change only Payroll fields from the **Payroll** or **Payroll with Direct Deposit** menus. To change IDs and codes from other applications, run the **Change Fields** function in the respective application.
2. Select the **Print Log?** check box to print a list of the files that are changed.
3. After you enter the **Field ID** and indicate your preference for printing the log, use the **Proceed (OK)** command to begin entering field values to change.

Values

4. To edit or add original/new values in this section, select a line and press **Enter** to edit the current line. The Edit Original/New Values dialog box appears. Press **A** to append another value to the list. The Add Original/New Values dialog box appears.
5. Enter the current field value you want to change in the **Original Value** box.
6. Enter the new value that you want to use for this field in the **New Value** box.
7. Select a command.
 - Press **Tab** to switch to the **File Description** section to specify which files change during processing.
 - Press **Enter** to edit the current line.
 - Press **A** to append another value to the list.
 - Press **B** to begin the change field process.
 - Press **H** to return to the header section to change the selection you made for printing the log.

-
- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
 - Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).
8. Continue entering old values and new values until you have specified all of the values you want to change in the **Values** section.

Files

The files that contain the **Field ID** you selected appear in the **File Description** section. You should change IDs in all of the files as a general rule. Exclude files from the change process only when your reseller or support representative instructs you to so.

9. The **Time** field gives you an idea of the relative time it takes to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.
10. The **Tag** field denotes whether the file is affected by the copy process. Tag the file to change fields in the file.
11. Select a command.
- Press **Tab** to switch to the **Values** section of the screen.
 - Press **Enter** to toggle a file as included or excluded from the copy process.
 - Press **A** to tag all of the files.
 - Press **N** to untag all of the files.
 - Press **B** to begin the change field process.

-
- Press **H** to return to the header section to change the selection you made for printing the log.
 - Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
 - Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).
12. When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log prints if you elected to produce it.
 13. Enter a new **Field ID** to change, or use the **Exit (F7)** command to return to the **File Maintenance** menu.

Master File Lists

10

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Overview

Master File Lists show information about jobs and phases, divisions, estimates, work schedules, completion percentages, and tables. Use them for reference or for help in preparing estimates and financial statements.

Use the **Master File Lists** functions for the following tasks:

- Print a list of job and phase IDs, descriptions, and estimated and actual start and finish dates.
- List division IDs and descriptions (if you use them).
- Generate a list of estimated costs for a job, summarized by cost type.
- Produce a bar chart that shows estimated and actual time spent on the phases of a job.
- Produce a worksheet to aid in calculating and entering completion percentages or to gather field information about the physical progress of phases priced as a lump sum.
- Produce a list of jobs with or without phase detail, the estimated and actual costs, and the calculated and manually entered completion percentages.
- Produce a list of tables and their contents.

Printing a Master List

All Master Lists are printed in a similar manner. Use the instructions below to print a list from the **Master File Lists** menu, modifying them as necessary for the list you are printing. For example, if the screen for the list you want to print does not contain any check boxes, skip that step and continue to the next.

Follow these steps to print a master list:

1. Select the report you want to print from the **Master File Lists** menu. The screen for that report appears. The Percent Completion screen is shown below as an example.

The screenshot shows a software window titled "Percent Completion List". It features a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu bar is a toolbar with various icons. The main content area includes input fields for "Pick Job ID" and "Phase ID", each with "From" and "Thru" sub-fields. There are two groups of radio buttons: "Jobs Only" (selected) and "Phases and Jobs", and "Field Worksheet" (selected) and "List". A checkbox labeled "With Job Page Break?" is located below the radio buttons. The status bar at the bottom right displays "Company H", "05/06/2003", "Terminal T000", and "QVR".

Inquiry

2. Select the range of values to print on the report in the list boxes. Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list. The **Inquiry** command is usually available with these list boxes.

-
3. If the screen contains option buttons, select the button corresponding to the type of information you want to print on the list. You can select only one per option group.

These options control the type of information that prints on the list. For example, option buttons determine if the report lists jobs only or phases and jobs, field worksheets, or lists.

4. If the screen contains check boxes, select the check box corresponding to the information you want to include in the report. Clear the check box to exclude information from the report.

These check boxes are often used to specify whether to suppress blank lines or insert a page break per table.

5. If you elected to produce the list of labels, a line of **x's** prints so that if you are producing labels, you can align them. Then this prompt appears:

Is form aligned?

If the labels are not aligned, select **No** and adjust them. When the labels are aligned, select **Yes** to produce them.

6. Select the output device. See "Output the Report" on page 1-76 for more information. After you produce the list, the **Master File Lists** menu appears.

Jobs and Phases List

Produce the **Jobs and Phases List** whenever you make changes in the **Jobs and Phases** function. You can print job information only or job and phase information. You can print the description information with or without the extra information in the user-defined tables. (See “NAMESxxx Table” on page 9-31 for information about defining the extra information fields in this table).

Sample List

05/10/2003 11:12 AM		Builders Supply Jobs and Phases List						Page 1	
Job ID	Phase	Description	Def.WIP Pst Cd Manager	S t a r t Estimate Actual		F i n i s h Estimate Actual		Cust ID	Contract Number
91-135		WESTERN OAKS LOT 5A Job Address 16504 WESTVIEW ROAD City/St/Zip HOUSTON, TX 77045 Contractor MIKE PRESTON City/St/Zip ROBERTS & ASSOC. P.O. # 23210 77002	MARKS	05/21/03	05/21/03	07/20/03		SUN001	3345-72
93-A04		CITY OF FRIENDSWOOD RECREATION CENT Job Address 502 MAIN City/St/Zip FRIENDSWOOD, TEXAS 77590 Contractor JERRY BOND P.O. # 105203	LAIRD	12/10/02	06/08/03	04/03/03		LOS001	502342
M9050		NORTH HILLS HOMES 149 NORTH HILLS	BILL	07/01/03	07/01/03			LOS001	JCL00001
*** End of Report ***									

Cost Types List

The Cost Types List shows the cost types used throughout the system.

Sample List

05/10/2003 11:30 AM		Builders Supply Cost Types List		Page 1
Cost Type	Description	Short Description	Use Type	

01	Material	Material	GENERAL	
02	Equipment	Equipmen	GENERAL	
03	Overhead	Overhead	OVERHEAD	
04	Misc	Misc	GENERAL	
05	Labor \$	Labor \$	LABOR	
06	Subcontract	Subcontr	GENERAL	
07	Burdens	Burdens	GENERAL	
08	Equip Rental	Equip Re	GENERAL	
09	Fee/Permit	Fee/Perm	GENERAL	
End of Report				

Cost Codes List

The Cost Codes List shows each cost code and cost type.

Sample List

05/10/2003		Builders Supply		Page	1
11:34 AM		Cost Codes List			
Cost Code	Cost Type	Description	Short Desc.	Unit	

100	01	Material	Material	Piece	
101	01	Material- Wood	Mtl-Wood		
102	01	Material- Masonry	Mat-Mas.		
200	02	Equipment	Equipmen		
300	03	Overhead	Overhead		
400	04	Misc	Misc		
500	05	Labor \$	Labor \$		
600	06	Subcontract	Subcontr		
700	07	Burdens	Burdens		
800	08	Equip Rental	Equip Re		
900	09	Fee/Permit	Fee/Perm		
End of Report					

Cost Codes Detail List

The Cost Codes Detail List shows each cost code and cost type for the selected jobs and phases.

Sample List

05/10/2003 11:36 AM		Builders Supply Cost Codes Detail List		Page 1
Job ID				
Phase ID	Description	Cost Code	Description	Short Descr.

91-135	WESTERN OAKS			
		Cost Type 01	Material	Material
		100	Material	Material
		101	Material- Wood	Mtl-Wood
		102	Material- Masonry	Mat-Mas.
		Cost Type 02	Equipment	Equipmen
		200	Equipment	Equipmen
		Cost Type 03	Overhead	Overhead
		300	Overhead	Overhead
		Cost Type 04	Misc	Misc
		400	Misc	Misc
		Cost Type 05	Labor \$	Labor \$
		500	Labor \$	Labor \$
		Cost Type 06	Subcontract	Subcontr
		600	Subcontract	Subcontr
		Cost Type 07	Burdens	Burdens
		700	Burdens	Burdens
		Cost Type 08	Equip Rental	Equip Re
		800	Equip Rental	Equip Re
		Cost Type 09	Fee/Permit	Fee/Perm
		900	Fee/Permit	Fee/Perm
		Cost Type	Fee/Permit	Fee/Perm
		990		

Divisions List

If you use divisions, use the **Divisions List** function to produce a list of divisions and division descriptions that you set up in **File Maintenance** (see “Divisions” on page 9-21 for more information). Information comes from the Divisions file (**CJDVx**).

Sample List

05/10/2003	Builders Supply	Page	1
11:41 AM	Divisions List		
Division ID	Division Name		
01	GROUNDS		
02	INTERIOR		
03	Carpentry		
04	Masonry		
05	Plumbing		
06	Electrical		
07	HVAC Team		
08	Roofers/Insulation		
*** End of Report ***			

Estimate List

The Estimate List shows current estimates for the jobs you select. Produce this list when you want to review the current estimated costs for a job or a number of jobs. You can produce the list for one job, a range of jobs, completed jobs, jobs in process, unstarted jobs, or all jobs. You can also produce the report for one phase, a range of phases, or jobs for one manager or a range of managers. You can produce a list that shows the summary total of each selected job or phase details. If you choose to list the phase details and if you use divisions, you can subtotal the phases by division.

Sample List

05/10/2003		Builders Supply								Page 1	
11:44 AM		Estimate List									
Job	Phase										
ID	ID	Labor	Material	Equipment	Overhead	Misc.	Subcont.	Burdens	Equip	Rental	Fee/Permit * Total *
"Z1" *****											
	Original:	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	Changes:	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	Current:	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
91-135 01FOUN											
	Original:	510.00	200.00	250.00	51.00	.00	.00	.00	.00	.00	1011.00
	Changes:	6.00	1866.21	.00	.00	87.00	682.00	.00	.00	327.00	2968.21
	Current:	516.00	2066.21	250.00	51.00	87.00	682.00	.00	.00	327.00	3979.21
91-135 01SITE											
	Original:	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	Changes:	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	Current:	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
91-135 02ELEC											
	Original:	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	Changes:	.00	20.00	89.00	425.00	7520.00	4287.50	.00	.00	.00	12341.50
	Current:	.00	20.00	89.00	425.00	7520.00	4287.50	.00	.00	.00	12341.50
91-135 02FRAM											
	Original:	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	Changes:	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	Current:	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
91-135*****											
	Original:	510.00	200.00	250.00	51.00	.00	.00	.00	.00	.00	1011.00
	Changes:	6.00	1886.21	89.00	425.00	7607.00	4969.50	.00	.00	327.00	15309.71
	Current:	516.00	2086.21	339.00	476.00	7607.00	4969.50	.00	.00	327.00	16320.71

Job Schedule Analysis List

The chart shows the job ID and description, phase IDs and descriptions, date range you selected, and estimated and actual start and finish dates for each phase. It can cover a ten-week period or a seven-month period.

Print the chart at the beginning of the job for the job owner, during the job to check on your progress, and at the end of the month when you revise your estimates and need help in preparing your financial statements.

Sample List

05/10/03		Builders Supply										Page 1		
12:04 PM		Job Schedule Analysis List												
		Starting Date: 05/05/2003 by week												
Job ID: 93-A04		CITY OF FRIENDSWOOD RECREATION CENTER												
Phase	Description	05/04	05/11	05/18	05/25	06/01	06/08	06/15	06/22	06/29	07/06	From	Thru	Days
		smtwtfssmtwtfssmtwtfssmtwtfssmtwtfssmtwtfssmtwtfssmtwtfssmtwtfssmtwtfssmtwtfss												
01FOUN	FOUNDATION											Est. 12/20/02	01/13/03	25
01SITE	SITE PREPARATION											Est. 12/28/02	02/02/03	37
02ELEC	ELECTRICAL											Est. 01/05/03	03/01/03	56
02FRAM	FRAMING											Est. 02/02/03	04/02/03	60
*** End of Report ***														

Percent Completion List

The Percent Completion Worksheet is a list of jobs, with or without phase detail, which provides the previous percent complete for the job or phase and a blank line for the new percent complete. Use this worksheet to gather information about physical completion on jobs and phases where the unit of measure is a lump sum. You can use it when you make monthly adjustments to the complete percentage calculations (see "Percent Completion" on page 9-35 for more information). The information comes from the Jobs file (**CJBSx**) and the Percent Complete file (**CJPZx**).

The Percent Completion List is a list of jobs, with or without phase detail, which provides the estimated and actual cost, the calculated percent complete, and the manually entered percent complete. Use it to reference the status of a job or a range of jobs.

Sample List

05/10/2003		Builders Supply		Page	1
12:08 PM		Percent Completion Worksheet			
Job ID	Phase ID	Description	Prev. % Complete	New % Complete	

91-135		WESTERN OAKS LOT 5A	78.04	_____	
93-A04		CITY OF FRIENDSWOOD RECREATION CENTER	3.65	_____	
M9050		NORTH HILLS HOMES 149 NORTH HILLS RD	22.77	_____	
*** End of Report ***					

Tables List

Produce the Tables List to get information from a particular Contractor's Job Cost table. This function is valuable if you plan to change a table and want a list against which to compare your changes.

Sample List

05/10/2003 12:12 PM	Builders Supply Tables List Contractors' Job Cost			Page 1
Table ID CNVT No. of Columns	3	Description Column Length	12	Type N
PERIOD	FIRST DAY	LAST DAY		
-----	-----	-----		
1.00	1.01	1.31		
2.00	2.01	2.29		
3.00	3.01	3.31		
4.00	4.01	4.30		
5.00	5.01	5.31		
6.00	6.01	6.30		
7.00	7.01	7.31		
8.00	8.01	8.31		
9.00	9.01	9.30		
10.00	10.01	10.31		
11.00	11.01	11.30		
12.00	12.01	12.31		
13.00	.00	.00		
.00	.00	.00		

WIP Code List

Use the WIP Code list to get information on the WIP Codes entered. You can select a range of WIP codes and cost types.

Sample List

05/10/2003 12:15 PM			Builders Supply WIP Code List			Page 1	
WIP Code	Cost Type	Description	WIP GL Account		COGS GL Account		

01	01	Material	401000	RETAIL SALE	402000	INC. FROM CO	
01	02	Equipment	400000	INC. FROM C	400000	INC. FROM CO	
01	03	Overhead	400000	INC. FROM C	400000	INC. FROM CO	
01	04	Misc	400000	INC. FROM C	400000	INC. FROM CO	
01	05	Labor \$	400000	INC. FROM C	400000	INC. FROM CO	
01	06	Subcontract	400000	INC. FROM C	400000	INC. FROM CO	
01	07	Burdens	400000	INC. FROM C	400000	INC. FROM CO	
01	08	Equip Rental	401000	RETAIL SALE	402000	INC. FROM CO	
01	09	Fee/Permit	400000	INC. FROM C	400000	INC. FROM CO	

System Messages

A

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed. baited

A valid GL account is required.

You have specified a GL account outside of the range defined in the **Job GL From** and **Job GL Thru** fields on the **JOBGLxxx** table. If you specified an account range in these fields, you can only make line item entries using accounts within this range. Enter an account number in the specified range or use the **Inquiry (F2)** command to look it up and select it.

Actual finish date must be greater than start date.

The finish date you enter must be the same date as the start date or a date after the start date. It cannot be a date prior to the start date.

Actual Overhead is too large

The amount of the line item makes one of the calculated amounts exceed the space provided for it. Check the amounts you entered in the fields. If they are correct, you must enter the transaction as two transactions to accommodate the total.

An error occurred while converting files. Conversion aborted.

An error occurred while creating files. File creation aborted.

If an error occurs during data file creation or conversion, a message that describes the problem appears. Then this message appears on the **RM Data File Conversion** or **Data File Creation** screen to inform you that the process has been aborted. Correct the problem and try again.

Basic Error = {error} Host Error = {error} Line = {line} Program = {program}
Basic Error = {error} Line = {line} Program = {program}

A serious error has occurred. Write down the information that is displayed and get help from a support technician.

Cannot delete job with transactions on file.

If a job has open invoices, open orders, or transactions on file, you cannot delete the record.

Cannot delete with items to post.

You cannot delete job or phase records with amounts in the **Ovhd Accum to Post** or **Accum WIP to Post** fields. Enter an actual finish date in the job and phase record, post the information, and try again.

Cost detail history not implemented.

You cannot use the **Delete Detail History** function or print the Cost Detail History Report if you are not keeping detail history.

{app ID} data files exist. Do you want this task to erase them?

The directory where you are creating files already has files for the selected application and company. To continue with the conversion and erase the existing files, enter **Y**. To create only the new or missing files (if any), select **N**.

Destination file {drive:/path/filename} not found. No conversion.

This message appears in the Conversion Log if you specified a destination file that is not in the target directory (see the *Resource Manager User's Manual*).

Disk drive not ready.

The system cannot access one of the disk drives to find the file for which it is looking. Sometimes the door of a disk drive is open or a CD is not in the drive. If closing the door or inserting the CD corrects the problem, press **Enter**; if not, consult your system administrator or hardware support specialist.

Drive not available.

The disk drive ID you entered is not available on your system. Press **Enter** and enter a different ID. If this message appears when you enter the correct drive ID, get help from a support technician.

{filename} does NOT exist. Cannot convert it.

One of the files listed in JODATA is not in your old data directory. See **Destination file drive:/path/filename not found. No conversion.**

File unavailable {filename}.

This message appears for one of three reasons:

1. The function you are trying to access needs one or more files that are locked by another user on your system. When a file is locked, other users cannot access it during posts and other functions that need to keep the files active.
2. The function you are trying to access needs one or more files that are not on your system. Use the Resource Manager **Options and Interfaces** function to check the interfaces. If the problem persists, get help from a support technician.
3. You are working with the wrong company. Return to the menu and then use the **Change Company (F3)** command to enter the ID you want.

In any case, press **Enter** to get back to the menu, correct the problem, and select the function again.

Finished goods to post is too large.

The amount of the line item makes one of the calculated amounts exceed the space provided for it. Check the amounts you entered in the fields. If they are correct, you must enter the transaction as two transactions to accommodate the total.

Invalid date in {drive:/directory/filename}.

You must convert the old data files before you switch to European-format dates. Use the Company Information function on the Resource Manager Company Setup menu to switch back to American-format dates, and reconvert the data.

Invalid date - mm/dd/yyyy.**Invalid date - dd/mm/yyyy.**

The date you entered is invalid, or the format you used is incorrect (for example, American format in a European-format system). This message is usually accompanied by one of two explanatory messages:

Month out of range (1 to 12)

or

Day out of range (1 to {n})

If you entered an invalid date, press **Enter** and enter a valid one. You can enter dates in either format: 010194 or 01011994.

Invalid entry.

The information is not valid in the field where you entered it. Check the data and enter it again. Consult the user's guide or use the **Help (F1)** command for information.

Job already exists.

The job number you entered already exists in the Contractors' Job Cost system. Check your records.

Job is not on file.

The job number you entered is not on file in the Contractors' Job Cost system. Check your records. Then enter a job number that the Contractors' Job Cost system recognizes or add the job number to Contractors' Job Cost.

Mask format error use {mask}.

The data you entered does not fit the predefined format for the field. Enter the data again, using the format indicated.

Missing table 'FYEAR'.

The **FYEARxxx** table is missing or corrupted. Use the **Tables** function to make sure that the table is correct.

When the problem is corrected, restore the backup and post again.

Missing table' JOBGL'.

The **JOBGLxxx** table is missing or corrupted. Use the **Tables** function to make sure that the **JOBGLxxx** table is correct.

When the problem is corrected, restore the backup and post again.

Must create job record first.

Multiphase jobs consist of a job record and subsidiary phase records. You must create the job record before you can add phase records.

No phases are allowed for this job.

You cannot add phase records for a job if you elected not to use phases in the **Jobs and Phases** function. Return to the function and enter **YES** in the **Phases Used** field for the job or use a different job ID.

Option is set to Post Direct to Master.

The option **Direct Post to Job Master** is active on the Contractors' Job Cost **Options and Interfaces** screen. If you don't want postings from Accounts Payable/ Purchase Order, Accounts Receivable/Sales Order, and Payroll to automatically update the job-to-date fields in the job and phase records, this option must be set to **NO**. Then you can use the Post Details to Job Master function to update those fields in the job and phase records.

Overhead to post is too large.

The amount of the line item makes one of the calculated amounts exceed the space provided for it. Check the amounts you entered in the fields. If they are correct, you must enter the transaction as two transactions to accommodate the total.

Press {Fn} to delete.

If you do not want to delete the record, press any key other than the key assigned to the **Delete (F3)** command to keep the record intact. If you want to delete the record, use the **Delete (F3)** command.

Printer busy.

The printer you are trying to use is being used by another program. Press **Enter** to continue with your entry and try again later.

Record is in use.

Someone else is using the record that you are trying to access. Press **Enter** to try again.

Revised amount is too large.

The amount of the line item makes one of the calculated amounts exceed the space provided for it. Check the amounts you entered in the fields. If they are correct, you must enter the transaction as two transactions to accommodate the total.

Revised estimated amount is too large.

The amount of the line item makes one of the calculated amounts exceed the space provided for it. Check the amounts you entered in the fields. If they are correct, you must enter the transaction as two transactions to accommodate the total.

The NAMES table is missing for this company.

The NAMESx table is missing or corrupted. Use the **Tables** function to rebuild the table before continuing to work with job or phase records.

There are no phases for this job.

No subsidiary phase records have been defined for the job.

This job uses phases.

You must enter a valid phase ID for this job.

Thru value must be greater than From value.

The value you entered at **Thru** is smaller than the value you entered at **From**. Press **Enter** and then enter the correct value at **Thru**.

Unable to execute program {program}.

The system cannot run the program you selected from the menu. Make sure that the program specified in the message is in the application's program directory, and select the function again.

Unable to load menu record {menu} from file {file}.

The menu record for the application is not in the menu file, or the menu file is missing. Make sure that the application is properly installed and try again.

Unable to lock; file in use.

One of the function's files is locked because another workstation on the system is using it. Try the function again when no one else is using the file.

Unable to open file.**Unable to open; file in use.**

The file you are trying to use is either corrupted or locked at another terminal on the system. Wait a few minutes and try again. If the condition persists, get help from a support technician.

Unable to print to device.

The system cannot access the output device you are trying to use. Make sure that the output device is online.

You must delete phases first.

If you are deleting a job with phases, you must delete the phase records before you can delete the job record.

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